PROGRAMMES & CONCESSIONS TO THE PERSONS WITH DISABILITIES THROUGH THE CENTRAL GOVERNMENT

COMPILED BY :

NATIONAL INFORMATION CENTRE ON DISABILITY AND REHABILITATION

(NICDR), CENTRAL ADMINISTRATION AND COORDINATION UNIT, DRC

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

4, VISHNU DIGAMBER MARG,

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MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

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**"THE PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES, PROTECTION OF RIGHTS & FULL PARTICIPATION) ACT, 1995"**

The persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation ) Act, 1995" has come into enforcement on February 7, 1996. This law is an important landmark and is a significant step in the direction to ensure equal opportunities for people with disabilities and their full participation in the nation building. The Act provides for both preventive and promotional aspects of rehabilitation like education, employment and vocational training, reservation, research and manpower development, creation of barrier free environment, rehabilitation of persons with disability, unemployment allowance for the disabled, special insurance scheme for the disabled employees and establishment of homes for persons with severe disability etc.

**Main Provisions of the Act**

 \* Prevention and Early Detection of Disabilities

 \* Education Employment

 \* Non-Discremination

Research and Manpower Development

\* Affirmative Action Social Security Grievance Redressal

**Prevention and Early Detection of Disbilities**

\* Survey, investigations and research shall be conducted to ascertain the cause of occurence of disabilities.

Various measures shall be taken to prevent disabilities. Staff at the Primary Health Centre shall be trained to assist in this work.

All the children shall be screened once in a year for identifying "at-risk" cases. Awareness campaigns shall be launched and sponsored to disseminate information.

Measures shall be taken for pre-natal, perinatal, and post-natal care of the mother and child.

**Education**

**Right to Free Education**

\* Every child with disability shall have the rights to free education till the age of 18 years in integrated schools or special schools.

Appropriate transportation, removal of architectural barriers and restructuring of curriculam and modifications in the examination system shall be ensured for the benefit of children with disbilities.

Children with disabilities shall have the right to free books, scholarships, uniform and other learning material.

Special schools for children with disabilities shall be equipped with vocational training

facilities.

Non-formal education shall be promoted for children with disabilities.

Teachers Training Institutions shall be established to develop requisite manpower.

Parents may move to appropriate fora forthe redressal of grievances regarding the placement of their children with disabilities.

Employment

3% of vacancies in government employment shall be reserved for people with disabilities, 1% each for persons suffering from :

Blindness or Low Vision Hearing Impairment

Locomotor Disability & Cerebral Palsy

¦

Suitable schemes shall be formulated for

The training and welfare of persons with disabilities The relaxation of upper age limit Regulating the employment

Health and safety measures and creation of a non-handicapping environment in places where persons with disabilities are employed

Government Educational Institutes and other Educational institutions receiving grant from Government shall reserve at least 3% seats for people with disabilities.

All poverty allevation schemes shall reserve at least 3% for the benefit of people with disabilities.

No employee can be sacked or demoted if they become disabled during service, although they can be moved to another post with the same pay and condition. No promotion can be denied because of impairment.

**Affirmative Action**

\* Aids and appliances shall be made available to people with disabilities

2

Allotment of land shall be made at concessional rates to the people with disabilities for House Business

Special Recreational Centres Special Schools Research Schools Factories by Enterpreneurs with Disability

**Non Discrimination**

Public buildings, rail compartments, buses, ships and air -crafts will be designed to give easy access to disabled people .

In all public places and in waiting rooms, toilets shall be wheel chair accessible . Braile and sound symbols are also to be provided in lifts.

All the places of public utility shall be made barrier free by providing ramps.

**Research and Manpower Development**

Research in the following areas shall be sponsored and promoted: Prevention of Disability Rehabilitation including CBR Development of Assistive Devices Job identification On site Modifications of Offices and Factories

\* Finacial assistance shall be made available to the universities, other institutions of higher learning, professional bodies and non-government research-units or institutions, for un dertaking research for special education, rehabilitation and manpower development.

**Social Security**

 \* Financial assistance to non-government organisations for rehabilitation of persons with disabilities.

 \* Insurance coverage for the benefit of the government employees with disabilities

Unemployment allowance to people with disabilities registered with the special employment exchange for more than a year and who could not be placed in any gainful occupation.

**Grievance Redressai**

In case of violation of rights as prescribed in that act, people with disabilities may move an application to:

Chief Commissioner for Persons with Disabilitiees in the Centre

\* Commissioner for persons with Disabilities in the States

3

*Address of the Chief Commissioner:*

Office of the Chief Commissioner

For Persons with Disability

Mineral Exploration Corporation Limited

(A Govt. of India Enterprise)

Dr. BabaSaheb Ambedkar Bhavan

Highland Drive Road, Seminary Hills,

Nagpur-440 006

Office of the Chief Commissioner

For Persons with Disability

C/o Institute for the Physically Handicapped

4-Vishnu Digamber Marg,

 New Delhi-110 002

**Functions of the Chief Commissioner**:

The Chief Commissioner shall

(a)

 Coordinate the work of the Commissioners

(b)

(c)

(d)

Monitor the utilisation of funds disbursed by the Central Government.

Take steps to safeguard the rights and facilities made available to persons with disabilities

Submit reports to the Central Government on the implementation of the Act at such intervals as that Government may prescribe.

Without prejudice to the provision of section 58 the Chief Commissioner may of his own motion or on the application of any aggrieved person or otherwise look into complaints with respect to matters relating to -

 (a) Deprivation

of rights of persons with disabilities

 (b) Non-implementation of laws, ruies, bye-laws, regulations, executive orders, guidelines or instructions made or issued by the appropriate Governments and the local authorities for the welfare and protection of rights of persons with disabilities, and take up the matter with the appropriate authorities.

**TRAVEL**

**TRAVEL CONCESSION FOR THE DISABLED**

**BY RAIL**

As per the Order of Ministry of Railway, Government of India, the following concessions are available for the disabled :

**I. Blind Person**:

The blind person travelling alone or with an escort, on production of a certificate from Government doctor or a registered medical practioner, is eligible to get the concession as below:

*Element of concession:*

Class : First Class Second Class Sleeper Class First Cl Season Ticket Second Cl.

%age of : Concessions 75 75 75 50 50

The form of certificate is given at Appendix-'A'. The concession cetrtificate may be issued by the Station Master on collection of the certificate form and the copy of original certificate duly attested by a Gazetted Officer, M.P., M.L.A. etc. may be produced while collecting the ticket. The blind person may not be present at the station for purchase of the ticket.

**II. Orthopaedically Handicapped Person** :

The Orthopaedically Handicapped person travelling with an escort, on production of a certificate from a Governmnet doctor to the effect that the person concerned is orthopaedically handicapped and cannot travel without the assistance of an escort, is eligible for getting concession.

**•**

*Element of concession:*

Class : First Class Second Class Sleeper Class FirstCl Season Ticket Second Cl.

%age of : Concessions 75 75 75 50 50

All categories of Orthopaedically Handicapped persons/patients accompanied by escort, when travelling for admission or on discharge from hospital where the O.H. persons are treated or for consultation with Medical Expert, on production of a certificate from a government doctor/ Orthopaedic surgeon that the person is a bonafide O.H. person and he cannot travel without an escort, for availing concession (copy of the certificate placed at Appendix-'B').

**III. Deaf & Dumb Person**

A deaf & dumb person travelling alone (both afflictions together in the same person) on production of a certificate from a government doctor is eligible for the concession.

*Element of concession:*

Class

First Second Class Class

Sleeper Class

Season Ticket First Cl. Second Cl.

%age of Concessions

50 50

50

50

50

(Note: A deaf person is allowed 50% concession in railway fare both in first and second class, but concession is not available for the escort.

2. A deaf & dumb person is permitted to travel by 2-tier A.C. on payment of concessional fare for first class and full surcharge for 2-tier A.C.SIeeper)

The Copy of the Certificate is at Appendix -'C.

**IV. Mentally Retarded Person:**

A mentally retarded person, accompanied by an escort, on production of a certificate in the prescribed form, from a government doctor, is eligible to get the concession.

*Element of concession:*

Class : First Class Second Class Sleeper Class First Cl Season Ticket Second Cl.

%age of : Concessions 75 75 75 50 50

The copy of the Certificate is at Appendix-'D'.

(Note: Mentally Retarded person is permitted to travel by 2-tier A.C.SIeeper on payment of concessional fare for first class and surcharge for 2-tier A.C.SIeeper)

Facility of issue of concessional return ticket will also be available in one month from the date of commencement of outward journy. M.R.person should be given preference in allotment of coupe on reservation in first class, if required. Free ticket for one escort is available for every two persons in the same class of carriage whether they hold adult ticket or half ticket.

All the concessional fares shall be calculated on the basis of the basic railway fare for the journey. No person/party will be allowed more than one concession at one time.

The holder of a concession ticket will not be permitted to change the ticket to a higher class by paying the difference except in the case of T.B. and Cancer patient, leprosy patient etc. The break-up journey shall not be allowed on a concession ticket for a specific journey for example students travelling for an examination centre, patient travelling to/from a hospital, professor travelling from/to a conference etc. The break journey will be allowed only if it is

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a natural event. During break journey, the passenger has to endorse the ticket alongwith Station Master's initial, date and station code. Refund of the untravelled person on such tickets will not be allowed.

Certificates for obtaining concession for Mentally Retarded students and school children when travelling in parties of 'Not less than Four1 are placed at Appendix-'D-I', 'D-ll' and 'DIIP.

By **Air:**

Blind Person

The Indian Airlines Corporation allows 50% concessional fare to Blind pesons on single journey or single fare for round trip journey on all domestic flights. To avail this facility (f&Y blind persons) they have to produce a certificate from a medical practitioner. Air Hostess/Steward will look after the Blind Persons not accompanied by escorts in flight. The Public Relation Officer or the Traffic Officer Incharge at the airport will render necessary assistance to such infirm passengers at the airport of the departure and arrival. Escorts are to pay full fare. This concession cannot be combined with any other concessional fare allowed by the Indian Airlines. Annexure 1 (A) and (B).

Locomotor Disability

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Locomotor Disabled persons (80% and above) are allowed following Concessions in Indian Airlines:

 (a) 50% of Normal Economy Class INR Fare or Point to Point Fare. Full Inland Air Travel Tax and Passenger Service Fee applicable.

 (b) 50% of INR fare applicable to foreigners resident in India for travel on Domestic Sectors. Full Inland Air Travel Tax and Passenger Service Fee applicable Annexurel(C).

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***APPENDIX 'A'***

**{See Rule 101, Sr. No.9(1)and (2)}**

**CONCESSION CERTIFICATE**

*Paste passport size photograph duly signed and stamped by the issuing Doctor/Person*

 *Form for the purpose of grant of rail concession to completely Blind persons to be used by a Ftegd. Medical Practitioner/Government Doctor/Heads of the Institutions for the Blind recognised by Ministry of Social Justice & Em-powerment/Govt. of India or Social Welfare Deptt. of the concerned State Government.*

This is to certify that Km./Shri/Smt

whose particulars are furnished below, is a COMPLETELY BLIND PERSON.

Particulars of the completely blind person:

 (a) Address:

 (b) Father's/Husband's Name

 (c) Age : Sex :

 (d) Signature or left hand Thumb :

impression of blind person :

Place:.. Date :...

(Signature of the Registered Medical Practitioner or Govt. doctor or Head of the Institution for the Blind recognised by M/O Social Justice & Empowerment, Govt. of India or Social Welfare Deptt. of the concerned State Government).

Seal containing full name and Regd. No of the certificate issuing Doctor/Person

Note:

 (1) This certificate should be issued only to COMPLETELY BLIND PERSONS. The photo must be signed and stamped by the certificate issuing Doctor/person in such a way that signature and stamp appears partly on the photo and partly on the certificate.

 (2) The certificate is valid for five years from the date of issue. After expiry of the period of validity of the certificate, the person is required to obtain a fresh certificate. A photostat copy of this certificate will have to be produced for inspection at the time of purchase of concessional ticket and during the journey if demanded,

 (3) No alteration in the form is permitted.

**APPENDIX'B'**

**(Rule 101, Serial No.25) CONCESSION CERTIFICATE**

*Form for the purpose of grant of rail concession to Orthopaedically Handicapped/Paraplegic persons/ patients to be used by the Govt. Doctor.*

This is to certify that Km./Shri/Smt whose

particular are furnished below, is a bonafide "Orthopaedically handicapped/Paraplegic person/ patient and **CANNOTTRAVEL WITHOUTTHE ASSISTANCE OF AN ESCORT.**

(a)

(b) (c) (d)

(e)

(f)

Particulars of the Orthopaedically handicapped/Paraplegic person/patient:

Address :

Father's Husband's Name :

Age : (d) Sex :

Nature of handicap : (To be written by Doctor whether the disability is temporary or permanent)

Causes of loss of functional capacity:.

Signature or Thumb impression of Orthopaedically handiapped/Paraplegic person/ patient: (not necessary for those whose both hands are missing or nonfunctional)

Place:. Date :\_

\* Strike out where not applicable **Note** :

Seal

containing full name and Regn. No. of the Doctor

 (1) The certificateShoWbe issued only to4hose Ortho^tedically Hdndicapped/Paraplegic persons/patients WHO CANNOTTRAVEL WITHOUT JHE; ASSISTANCE OF AN ESCORT. The photo must be signed and stamped in such a way that Doctor's signature and stamp appears partly on the photo and partly on the certificate.

 (2) In the case of temporary disability, the certificate will be valid for five years from the date of issue. In the case of permanent disability, the certificate will remain valid for (1) five years, in case of persons upto the age of 25 years, (2) ten years, in case of persons in the age group of 26 to 35 years and (3) in the case of persons above the age of 35 years, the certificate will remain valid for whole life of the, concerned person. After expiry of the period of validity of the certificate, the person is required to obtain a free certificate. A photostat copy of this certificate is accepted for the purpose of grant concession. The original certificate will have to be produced for inspection at the time of purchase of concessional ticket and during the journey, if demanded.

 (3) No alteration in the form is permitted.

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**APPENDIX 'C**

**(See Rule 101, Serial No.28)**

**CONCESSION CERTIFICATE**

*Paste passport size photo- Form for the purpose of grant of rail concession to*

*graph duly signed and totally Deaf and Dumb person (both afflictions together*

*stamped by the issuing Doctor in the same person) to be used by the Government*

*Doctor.*

This is to certify that Km./Shri/Smt ;...

whose particulars are furnished below, is a **TOTALLY DEAF & DUMB PERSON.** •

Particulars of the totally deaf and dumb person:

 (a) Address:

 (b) Father's/Husband's name:

 (c) Age : (d) Sex:

(e) Signature of Left Hand Thumb

impression of deaf & dumb person:.

Signature of Government Doctor Place :

Date:

Clear seal of Government Seal containing full name and

Hospital/Clinic Regn. No. of the Doctor

**Note:**

 (1) Certificate should be issued only to TOTALLY DEAF & DUMB PERSONS (BOTH AFFLICTIONS TOGETHER IN THE SAME PERSON).The photo must be signed and stamped in such a way that Doctor's signature and stamp appears partly on the photo and partly on the certificate.

 (2) The certificate is valid for five years from the date of issue. After expiry of the period of validity of the certificate, the person is required to obtain a fresh certificate. A photostat copy of this certificate is accepted for the purpose of grant of concession. The original certificate will have to be produced for inspection at the time of purchase of concessional ticket and during the journey, if demanded.

 (3) No alteration in the form is permitted.

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**APPENDIX'D'**

**{See Rule 101, Serial No.29(1)} CONCESSION CERTIFICATE**

*Paste passport size photograph duly signed and stamped by the issuing Doctor*

*Form for the purpose of rail concession to Mentally Retarded persons to be used by the Government Doctor.*

This is to certify that Km./Shri/Smt

whose particulars are furnished below, is a **bonafide Mentally Retarded person** and CANNOT TRAVEL WITHOUT AN ESCORT.

Particulars of the Mentally Retarded person:

 (a) Address:

 (b) Father's/Husband's name:

 (c) Age: (d)Sex:...

(e) Signature or Thumb impression of Mentally Retarded person :.

Place :

Date :

Clear seal of Government Hospital/Clinic

Seal containing full name and Regn. No. of the Doctor

**Note:**

 (1) Certificate should be issued only to those Mentally Retarded persons WHO CANNOT TRAVEL WITHOUT AN ESCORT. The photo must be signed and stamped in such a way that Doctor's signature and stamp appears partly on the photo and partly on the certificate.

 (2) The certificate is valid for five years from the date of issue. After expiry of the period of validity of the certificate, the person is required to obtain a fresh certificate. A photostat copy of this certificate is accepted for the purpose of grant of concession. The original certificate will have to be produced for inspection at the time of purchase of concessional ticket and during the journey, if demanded.

 (3) No alteration in the form is permitted.

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**APPENDIX 'W**

**{See Rule 101, Serial No.29(2)} CONCESSION ORDER**

Certificate for obtaining concession for Mentally Retarded students and school children when travelling in parties of "Not less than four".

(To be surrendered to the Station Master at the time of purchasing ticket)

Sr.No

From

To

The Station Master

..(Station) ...(Railways)

Please issue first/second class tickets at concessional rates applicable to the following bonafide mentally retarded students/children of my Institution with one escort free for every two mentally retarded school children or adult students as endorsed below in red ink proceeding from their School/College/lnstitution/Homes/ Examination Centre in India to their School/College/lnstitution/Homes/ Examination Centre in India.

They are travelling from (Station) to .

..(Station)

S.No. Name of students

Age

Sex

1.

2. 3.

4.

No. of escorts (Maximum one allowed free for every two children)

(To be entered in figures in red ink)

Signature/Thumb Impression of leader of the party

Head Master/Principal or

another member authorised to sign.

Station.

Date

Class

Issued

Date

\_(ticket no.)

Station Stamp 13

Station Master

**APPENDIX 'DIP**

**{See Rule 101, Serial No.29(2)} STUDENT FOIL**

(To be retained by the holder during the journey and to be surrendered at the destination alongwith the tickets)

Office stamp of the School/College/I nstitution

SI. No.

S.No. Name of students Age Sex

**1. 2. 3. 4.**

No. of escorts (Maximum one allowed free for every

(To be entered in figures two children)

in red ink)

Signature/Thumb impression of leader of the party

Station from to

Date:

¦ Place: Head Master/Principal or another

member authorised to sign.

 Class

Issued (Ticket nos.)

Date (Station Master)

Station Stamp Entries not required should be scored out.

Misuse of concession ticket or allowing another person to use the tickets is a fraud which will render the user liable to prosecution or other penal action.

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**CUSTOM & CENTRAL EXCISE**

The following exemptions/concessions relating to Customs and Central Excise duties are available to the disabled persons or their oraganisations:

Customs

**s.**

No. Details of concession/exemption Reference under which such concessions/ exemptions are available

1. Exemption of specified goods when imported by any institution for the Blind and Deaf Notification No. 152/94 Customs. S.No.1

2. Concessional rate of duty of 15% on specified items required by spinal patients and other categories of physically handicapped people. Notification No. 20/99 Customs. S.No.188

**a**  Exemption from payment of duty on Braille printer or Braille embosser or Braille display designed for computer systems. Notification No. 20/99 Customs. S.No.194

4. Concessional rate of duty of 15% on Closed Circuit Television System use as Low Vision Aid for visually handicapped persons. Notification No. 20/99 Customs. S.No.203

5. Exemption to audio cassettes, if recorded with material from books, newspapers, or magazines for the Blind. Notification No. 20/99 Customs. S.No.239

6. Concessional rate of duty of 15% on tricycles for use by crippled and disabled persons. Notification No. 20/99 Customs. S.No.243

7. Concessional rate of duty of 15% on hearing aids appliances and spare parts of hearing aids Notification No. 20/99 Customs. S.No.265 and 266

8. Concessional rate of duty of 5% on parts (other than primary cells and primary batteries) for the manufacture of hearing aids. Notification No. 20/99 Customs. S.No.267

9. Full exemption from payment of duty on specified goods imported by a handicapped or disabled person for his personal use. Notification No. 20/99 Customs. S.No.278

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**a**

***no.***

Details of concession/exemption

Reference under which such concessions/ exemptions are available

10. Full exemption on payment of duty on Braille watches and Braille one day alarm clocks and parts and cases of Braille watches for the manufacture of Braille watches.

Notification No. 20/99 Customs. S.No.279 and 280

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**11.**

Concessional duty of 25% on orthopaedic appliances falling under heading No.90.21 imported by post or air, for personal use.

Notification No. 20/99

Customs.

S No 287

**Details description of Notifications** :

*(1) Notification No. 152/94-Customs, S.No. 1 as amended latest by 27/99-Cus, dated 28-2-99 (Exemption to imports for handicapped persons, charitable or social welfare purposes and research and educational programmes)-*

In

exercise of the powers conferred by sub-section (1) of section 25 of the Customs Act 1962 (52 of 1962), the Central government, being satisfied that it is necessary in the public interest so to do, hereby exempts goods (hereinafter referred to as the said goods) of the description specified in column (2) of the Table hereto annexed and falling within the First Schedule to the Customs Tariff Act, 1975 (51 of 1975), when imported into India,-from so much of the duty of customs leviable theron which is specified in the said Schedule, as is in excess of the amount calculated at the rate specified in the corresponding entry in column (3) of the said Table and from the whole of the additional duty leviable thereon under section 3 of the second mentioned Act subject to the conditions, if any, laid down in the corresponding entry in column (4) thereof.

 **TABLE**

**s**  Description of Rate Condition

No. goods

{1) (2) **0)**  (4)

(i) All tangible appliances for the blind

(ii) Hearing aids and

other audiovisual aids for the education of the deaf;

Nil

(i)

(ii)

The said goods have been imported by any institution (including a registered Cooperative Society) for the blind and the deaf;

the said goods are bona ride gifts to, or purchased out of donations received abroad in foreign exchange by such institution.

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(iii) Vocational aids for the blind and the deaf;

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**o\°er**

(iv)

Articles including instruments, apparatus, appliances, machinery & spares or component parts or accessories thereof required for the purpose of giving training or imparting instructions to the blind and the deaf.

ni) where any such institution is scheduled to begin to function only after the importation of the said goods, the exemption shall not apply in respect of the goods imported by that institution, unless an undertaking in writing is given by the President or the Secretary of the institution that it will begin to function within a period of six months, or such extended period as the Assistant Commissioner of Customs may, on sufficient cause being shown, allow in this behalf, from the date of importation of the goods;

 (Sv) where the said goods have been purchased out of donations received abroad in foreign exchange the institution has been permitted to maintain an account abroad by the Reserve Bank of India for the purpose of receiving

funds donated overseas.

c

*(2) (Notification No.20/99-Customs) G.S.R 156 (E) -*In exercise of the powers conferred by sub-section (1) of section 25 of the Customs Act, 1962 (52 of 1962), the Central Government, being satisfied that it is necessary in the public interest so to do hereby exempts the goods of the description specified in coloumn (3) of the Table below or coloumn (3) of the said Table read with the relevent List appended hereto, as the case may be, and falling within the Chapter, heading No. or sub-heading No. of the First Schedule to the Customs Tarrif Act, 1975 (51 of 1975) as are specified in the corresponding entry in coloumn (2) of the said Table, when imported into India -

 (a) from

so much of the duty of customs leviable thereon under the said First Schedule as in excess of the amount calculated at the rate specified in the corresponding entry in coloumn(4) of the said Table;

 (b) from so much of the additional duty leviable thereon under sub-section (1) of section 3 of the said Customs Tarrif Act, as in access of the rate specified in the corresponding entry in coloumn (5) of the said Table,

subject to any of the conditions, specified in the Annexure of this notification, the condition No. of which is mentioned in the corresponding entry in coloumn (6) of the said Table.

Provided that nothing contained in this notification shall apply to goods specified against serial Nos. 174,175,176,177,178 and 179 of the said Table on or after the 1 st day of April, 2000.

*Explanation* -For the purpose of this notification, the rate specified in coloumn (4) or column (5), is *ad valorem* rate unless otherwise specified.

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 **TABLE**  •

**&**  Chapter Description of goods Standardard Additional Condition

No. or Duty No.

 heading Rate Rate

 No.

 or sub

 heading

 No.

**(D**  (2) (3) (4) (5) (6)

188 29,30, (a) Medical equipment 15%

34,37, (excluding foley

38,39, balloon cathether)

69,84, specified in list 13;

85,90 or 94

(b) Parts for the manufact 15% 39

-ure of goods at (a) above

and spare parts, required

for the maintenance of the

goods at (a) above

194 84 or Braille printer or Nil

 85 braille embosser or

 braille display,

 specially designed

 for computer systems

203 85 or Closed circuit television 1*5"/,*

 90 system used as Low Vision

 Aid for visually

 Handicapped persons

239 85 Audio cassettes, if Nil

 recorded with material

 from books, newspaper or

 magzines, for the blind

**Nil**

,243 87 Tricycles designed for ' 15%

use by crippled and disabled persons

265 90 Spare parts of hearing 15% 63

aids

22

**s.**  Chapter Description of goods Standardard Additional Condition

No. or Rate Duty No.

 heading Rate

 No.

 or sub

 heading

 No.

**; d)**  (2) (3) (4) (5) (6)

266 90 or Hearing aid appliances 15%

 9804.90

 ¦

267 90 or Parts (other than primary 5% Nil 5

 any cells and primary

 other batteries), for the

 chapter manufacture of hearing

 aids including deaf aids

278 90 or Goods specified in List Nil Nil 66

 any 25 imported by a

 other handicapped or disabled

 Chapter person for his personal use

279 91 or Braille watches and Nil \_

 9804.90 Braille one-day alarm

 clocks

280 91 Parts and cases, of Nil 5

 Braille watches, for the

 manufacture of Braille

 watches

287 98 Orthopaedic appliances \_ 25%

 falling under heading

 No.90.21, imported by

 post or air, for personal

 use

23

**s.**  Chapter Description of goods Standardard Additional Condition

No. or Rate Duty No.

 heading Rate

 No.

 or sub

 heading

 No.

**: d)**  (2) (3) (4) (5) (6)

266 90 or Hearing aid appliances 15%

 9804.90

267 90 or Parts (other than primary 5% Nil 5

 any cells and primary

 other batteries), for the

 chapter manufacture of hearing

 aids including deaf aids

278 90 or Goods specified in List Nil Nil 66

 any 25 imported by a

 other handicapped or disabled

 Chapter person for his personal use

279 91 or Braille watches and Nil

 9804.90 Braille one-day alarm

 clocks

280 91 Parts and cases, of Nil - 5

 Braille watches, for the

 manufacture of Braille

 watches

287 98 Orthopaedic appliances 25%

 falling under heading

 No.90.21, imported by

 post or air, for personal

 use

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**CONDITIONS jqq**

¦ \_-;' • •>¦ .

**Condition no.5**

If the importer follows the procedure set out in the customs (Import of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, **1**996.

**Condition no.39**

If the importer furnishes an undertaking to the Assistant Commissioner of Customs, to the effect that -

 (a) the

parts, or as the case may be, the spare parts shall be used for the manufacture or, maintenance, as the case may be, of the specified medical equipment;

 (b) he shall within three months or such extended period that the said Assistant Commissioner may allow, produce-

(i)

in case of parts, a certificate from the Assistant Commsissioner of Central Excise having jurisdiction over the factory manufacturing the specified medical equipment; to the effect that the parts have been used in the manufacture of the specified medical equipment; or

(ii) in the case of spare parts, necessary evidence to the satisfaction of the Assistant Commissioner of Customs to the effect that the spare parts have been used for the maintenance of the specified medical equipment; and

(c) he shall pay on demand, in the event of his failure to comply with the above conditions, an amount equal to the difference between the duty leviable on such quantity of the parts or, as the case may be, spare parts, but for the exemption under this notification and that already paid at the time of importation.

**Condition no. 63**

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If the spare parts are -

 (a) esssential

for the working of the hearing aids and have been given for that pu rpose some special shape or quality which would not be essential for use for any other purpose;

 (b) imported by or on behalf of an association for the handicapped or by a handicapped person for his own use.

**Condition no. 66**

If the importer produces to the Assistant Commissioner of Customs, at the time of importation, a certificate from the Civil Surgeon or the District Medical Officer or the Administrative Medical Officer or the Director of Health Services of the concerned State or a Specialist in the concerned speciality attached to a Government Hospital or a recognised medical college to the effect that the importer suffers from the particular handicap or disability and that the imported goods in respect of which the exemption is claimed are essential to overcome the said handicap or disability.

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**Central Excise**

**a**

No.

Details of concession/exemption

Reference under which such concessions/ exemptions are available

1. Exemption to all goods manufactured by institutions for handicapped persons.

2. Exemption to all goods consumed within the factory of their production in the manufacture of artificial limbs and rehabilitation aids for the handicapped.

Concessional rate of duty of 24% on cars for physically handicapped persons.

4.

Exemption from payment of duty on parts of hearing aids used within the factory of its production in the manufacture of hearing aids.

Notification No. 5/99

C.E

S.No.269

Nil duty on Braille paper falling under sub heading No.4823.10

Tarrif rate under First schedule to the Central Excise Tarrif Act

Nil duty on Artificial limbs and rehabilitation aids for handicapped, falling under sub heading No.9021.10 and to Orthopaedic footwear manufactured without the aid of power, falling under sub heading No.9021.20

Tarrif rate under First schedule to the Central Excise Tarrif Act

7. Nil duty on Braille watches falling under sub heading Nos.9101.10 and 9102.10

Tarrif rate under

First schedule to the Central Excise Tarrif Act

**Details description Notifications:**

*(1) Notification No 63/95-C.E (Exemption to goods manufactured by institutions for handicapped persons)*

In

exercise of the powers conferred by sub-section (1) of section 5A of the Central Excises and Salt Acl, 1944(1 of 1944), the Central Government, being satisfied that it is necessary in the public interest so to do, hereby exempts all goods manufactured by an institution which -

(i)

 is primarily engaged in the rehabilitation of physically or mentally handicapped persons.

(ii) employs primarily, physically or mentally handicapped persons for its manufacturing activity, and

(iii) is receiving financial assistance from the Govt. of India, Ministry of Social Welfare for such rehabilitation,

From the whole of the duty of excise leviable thereon which is specified in the Schedule to the Central Excise Tariff Act, 1985(5 of 1986):

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Provided that the institution produces a certificate once in a financial year from an officer not below the rank of a Deputy Secretary to the Govt. of India, in the Ministry of Social Welfare to the effect that it,-

(1) is

primarily engaged in the rehabilitation of physically or mentally handicapped persons, (ii) employs primarily, physically or mentally handicapped persons for its manufacturing ac tivity, and

(iii) is receiving financial assistance during that year fron the Government of India, Ministry of Social Welfare for such rehabilitation.

*(2) Notification No 10/96, dated 23-7-96-C.E (SI.No.17) : (Exemption to goods consumed within the factory of their production in the manufacture of specified goods)*

In

exercise of the powers conferred by sub-section (1) of section 5A of the Central Excise and Salt Act, 1944 (1 of 1944), the Central Government being satisfied that it is necessary in the public interest so to do, hereby exempts all goods falling within the Schedule to the Central Excise Tariff Act, 1985 (5 of 1986), from the *whole of the duty of excise* leviable thereon which is specified in the said Schedule, subject to the condition that the said goods be consumed within the factory of their production in the manufacture of goods specified in coloumn (3) of the Table hereto annexed and falling under Chapter, heading No. or sub-heading No. of the said Schedule as specified in the corresponding entry in coloumn(2) of the said Table.

**TABLE**

S. Chapter or Description

No. heading No. or sub-heading No.

17 90.21 Artificial limbs and rehabilitation aids for the handicapped

*(3) Notification no.5/99 -C.E (SI.No 236) concessional rate of duty of 24% on cars for physi cally handicapped persons.*

Condition (No.46) -If an officer not below the rank of a Deputy Secretary to the Government of India in the Ministry of Industry certifies that the said goods are capable of being used by the physically handicapped persons.

 *(4) Notification No 5/99 C.E(SI No.269): full exemption from payment of duty on parts of hearing aids used within the factory of its production in the manufacture of hearing aids.*

 *(5) Full exemption from payment of duty is allowed on Braille paper falling under subheading No 4823.10.*

- Nil Tarrif Rate

*(6) Full exemption from underpayment of duty is allowed on Artificial limbs and rehabilitation aids for handicapped, falling under sub heading No 9021.. Wand to Orthopaedic footwear manu factured without the aid of power, falling under sub heading No 9021.20.*

*-* Nil Tarrif Rate

*(7) Full exemption has been given to Braille falling under sub heading Nos.9101.10 and 9102.10*

*-* Nil Tarrif Rate

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**CONVEYANCE ALLOWANCE**

In terms of this Ministry's order vide FROM 19029/1/78-E.IV (B) dated 31.8.78, as amended from time to time, conveyance allowance is admissible to such of the Central Government employees borne or regular establishment (including work-charged staff) as are *Blind or are Orthopaedically Handicapped* with disability of lower extremities. Consequent upon coming into force of these orders, such conveyance allowance shall be abolished and instead all such *employees may now be paid transport allowance at double the normal rates prescribed under these orders.*

Handicapped employees who have been provided with Government accommodation within a distance of one kilometer from the place of work or within a campus housing the places of work and residence, the allowance, shall be admissible at normal rates as applicable under these orders. The allowance shall not be admissible at normal rates as applicable under these orders. The allowance shall not be admissible in case such employees have been provided with the facility of Government transport.

This allowance will not be admissible during absence from duty exceeding 30 days due to leave, training, tour etc.(Annexure-IV)

**Table of Normal Rate**

S.No. Pay Scale of the Employee Rate of Transport Allowance per month (in Rupees)

 **"A-IVA"**

Class City Other Places

**1.**  Employees drawing pay in the scale of pay of Rs. 8000-13500 or above 800 400

Employees drawing pay in 400 200

the scale of Rs. 6500-6900 or above but below the scale or Rs. 8000-13500

Employees drawing pay below 10Q 75

the scale or Rs. 6500-6900

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**CHILDREN'S EDUCATIONAL ALLOWANCE**

As per Office Memorandum No.21011/21/88-Estt.(Allowances) dated 17.10.88 ( Annex-ure -V ) issued by the Ministry of Personnel, Public Grievances & Pensions (Department of Pesonnel & Training), grant of children's educational allowance, reimbursement of tuition fee etc. to Central Government employees will be governed by the Central Civil Services (Educational Assistance) Orders, 1988.

In pursuance of the decisions taken by the Government on the recommendations made by the Fifth Central Pay Commission the reimbursement of tuition fee in respect of Physically handicapped and mentally retarded children of the Central Government Employee has *been enhanced from Rs. 50 p.m to Rs.100 p.m.* The details of the office order issued by the Planning Commission, vide its order no.A-48018/1 /98-Admn.5, dated 10-7-98 in compliance with the office order no.21017/1/97-Estt.(AII), dated 12-6-98 issued by the Department of Personnel and Train-inq is at (Annexure-VI).

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**SCHEME OF INTEGRATED EDUCATION FOR THE DISABLED CHILDREN**

This is a Centrally Sponsored Scheme and was launched in 1974 by the then Department of Social Welfare. The Scheme has however been transferred to the Department of Education since 1982. Under the scheme, handicapped children are sought to be integrated in the normal school system. Hundred per cent assistance is provided to the States/UTs for education of children suffering from certain mild handicaps in common schools with the help of necessary aids, incentives and specially trained teachers.

The following types of disabled children are covered under this scheme:-

 1. Children

with locomotor handicaps (O.H.)

 2. Mildly and moderately hearing impaired.

 3. Partially sighted children.

 4. Mentally handicapped educable group (IQ 50-70)

 5. Children with multiple handicaps (blind and orthopaedic, hearing impaired and orthopaedic, educable mentally retarded and orthopaedic, visual impaired and mild hearing handicap)

 6. Children with learning disabilities.

The handicapped children are provided the following allowances and facilities under this scheme of the notes indicated below: -

 (a) Books

and Stationery allowance of Rs.400 per annum.

 (b) Uniform allowance of Rs.50/-per annum.

 (c) Transport allowance of Rs.50/-per month (if a disabled child admitted under the scheme resides in a hostel of the school within the school premises, no transpor tation charges would-be admissible.

 (d) Reader allowance of Rs.50/-per month in case of blind children after class V.

 (e) Escort allowance for severely handicapped children with lower extremity disabilities @ Rs. 75/-per month.

 (f) Actual cost of equipment subject to a maximum of Rs.2000 per student for a period of five years.

 2. In the case of severely Orthopaedically Handicapped children, it may be necessary to allow one attendant for 10 children in a school. The attendant may be given the standard scale of pay prescribed for Group 'D' employees in the States/UT concerned.

 3. Disabled children residing in school hostels within the same institution where they are studying may also be paid boarding and lodging charges as admissible under the State Govt. rules/schemes. Where there is no State Scheme of Scholarships to hostelers, the disabled

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children, whose parents income does not exceed Rs.3000/-permonth, may be paid actual boarding & lodging charges subject to a maximum of Rs.200/-p.m.

 4. Severely Orthopaedically Handicapped children residingin School, hostels may need the help of a helper or an ayah. A special pay of Rs.50/-p.m. is admissible to any employee of the hostel willing to extend such help to children in addition to his/her duties.

 5. In a school in rural areas where at least 10 handicapped children are enrolled, capital cost for purchase of school rickshaw for free use of these children and expenses for Rickshaw Puller @ Rs.300/-p.m. will be provided underthe scheme. In such cases, no transport allowance will be payable to the students.

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**3C**

**INCOME TAX CONCESSIONS**

**RELIEF FOR HANDICAPPED**

/. *80DD (Deductions in respect of medical treatment, etc. of handicapped persons) -*Where an assessee who is resident in India, being an individual of a Hindu Undivided family has , during the previous year, included any expenditure for the medical treatment (including nursing ), training and rehabilitation of a person who-

 (a) is

a relative of the individual or, as the case may be, is a member of the Hindu undivided family and is not dependent on any person other than such individual or Hindu unindividual or Hindu undivided family for his support or maintenance, and

 (b) is suffering from a permanent physical disability (including b!indness)or is subject to mental retrdation, being a permanent physical disability or mental retardation specified in the rules made in this behalf by the Board, which is certified by a physician.a surgeon, an oculist or a psychiatrist, as the case be, working in a government hospital, and which has the effect of reducing considerably such person's capacity for normal work or engag ing in a gainful employment or occupation,

the assessee shall, in accordance with and subject to the provisions of this section, be allowed a deduction of a sum of *fifteen thousand rupees only* (Rs.15,000/-) in respect of the previous year.

*Explanation:-*For the purpose of this section, the expression "Government hospital" includes a departmental dispensary whether full time or part time established and run by a Department of the Government for the medical attendance and treatment of a class or classes of Government servants and members of their families , a hospital maintained by the local authority and any other hospital with which arrangements have been made by the Government for the treatment of Government servants.

//. *80DDA (Deduction in respect of deposit made for maintenance of handicapped dependent):*

 (1) In computing the total income of an assessee who is resident in India, being an individual or a hindu undivided family, there shall be deduction, in accordance with and subject to the provisions of this section, an amount not exceeding *twenty thousand rupees* (Rs.20,000) paid or deposited by him in the previous year out of his income chargeable to tax, under any scheme framed in this behalf by the Life Insurance Corporation or the Unit Trust of India subject to the conditions specified in sub-section (2) and approved by the board in this behalf.

 (2) The deduction under sub-section (94) shall be allowed only if the following conditions are fulfilled, namely:

(a) The scheme reffered to in sub-section (1) provided for payment of annunity or lump sum amount for the benefit of a handicapped dependant in the event of the death of the individual or the member of the Hindu undivided family in whose name subscription to the scheme has been made; 31

(b) The assessee nominates either the handicapped dependant or any other person or a trust to receive the payment on his behalf, or the benefit of the handicapped dependent.

 (3) If the handicapped dependant predeceases the individual or the Hindu undivided family referred to in sub section (2), an amount equal to the amount paid or deposited under sub-sectidn(1) shall be deemed to be the income of the assessee of the previous year in which such amount is received by the assessee and shall accordingly be chargeable to tax as the income of that previous year.

 (4) in this section

 (a) "

Government hospital" shall have the meaning assigned to it in the Explanation to section 80 DD;

 (b) "Handicapped dependent' shall mean a person who-

(i)

is a relative of the individual or, as the case may be, is a member of the Hindu undivided family and is not dependant on any person other than such individual or Hindu undivided family for his support or maintenance; and

(ii) is suffering from a permanent physical disability (including blindness) or is subject to mental retardation, being a permanent physical disability or mental retardation specified in the rules made by the Board for the purposes of section 80DD, which is certified by a physician, a surgeon, an oculist or a psychiatrist, as the case may be, working in a Government hospital, and which has the effect of refucing considerably such persons capacity for normal work or engaging in a gainful employment or occupation.

 (c) "Life Insurance Corporation" shall have the same meaning as in clause (Hi) of sub section (8) of section 88;

 (d) "Unit Trust of India" means The Unit Trust of India established under the Unit Trust of India Act, 1963 (52 of 1963)

///. *80 DDB (Deduction in respect of medical treatment etc.):*

Where an assesse who is resident in India has, during the previous year, incurrred any expenditure for the medical treatment of such disease or ailment as may be specified in the rules "made in this behalf by the Board-

fa)

 for himself or a dependant relative, in case the assessee is an individual; or

(b) for any member of a Hindu undivided family, in case the assesse is a Hindu undivided family,

the assessee shall be allowed a deduction of a sum of *fifteen thousand rupees only* (Rs. 15,000) in respect of that previous year in which such expenditure was incurred :

Provided that no such deduction shall allowed unless the assessee furnishes a certificate in such form 66b and from such authority as may be prescribed 66c Explanation -For the pur

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pose of this section, "dependent" means a person who is not dependent for his supper: :•¦ maintenance on any person other than the assessee.

*IV. 80U (Deduction in respect of permanent disability (including blindness): In computing the total* income of an individual, being a resident, who, at the end of the previous year, is suffering from a permanent physical disability (including blindness) or is subject to mental retardation, being a permanent physical disability or mental retardation specified in the rules made in this behalf by the board, which is certified by a physician, a surgeon, an oculist or a psychiatrist, as the case may be, working in a Government hospital, and which has the effect of reducing considerably such individual's capacity for normal work or engaging in a gainful employment or occupation, they shall be allowed a deduction of a sum of *forty thousand rupees* (Rs.40,000).

Provided that such individual produces the aforesaid certificate before the Assessing Officer in respect of the first assessment year for which he claims deduction under this section:

Provided further that the requirement of producing the aforesaid certificate from a physician, a surgeon, an oculist or a psychiatrist, as the case may be, working in a Government hospital shall not apply to an individual who has already a certificate before the Assessing Officer under the provisions of this section as they stood immediately before the 1 st day of April, 1992.

*Explanation:-*For the purposes of this section, the expression "Government hospital" shall have the meaning assigned to it in the explanation to section 80DD.

*V(A). 88B ( Rebate of income tax in case of individuals of 65 years and above):*

An assesse, being an individual resident in India, who is of the age of sixty five years or more at any time during the previous year and whose gross total income does not exceed one hundred and twenty thousand rupees, shall be entitled to a deduction from the amount of income tax (as computed before allowing the deductions under this Chapter) on his total income with which he is chargeable for any assessment year, of amount equal to 40% of such income-tax.

*Explanation.-*For the purposes of this section a, "gross total income" means the total income computed in accordance with the provisions of this Act, before making any deduction under Chapter Vl-A

The following section 88B shall be substituted for the existing section 88B by the Finance Act, 1997, w.e.f. 1-4-1998:

*V(B). 88B ( Rebate of income tax in case of individuals of 65 years and above):*

An Assessee, being an individual resident in India, who is of the age of sixty-five years or more at any time during the previous year shall be entitled to a deduction from the amount of income tax (as computed before allowing the deductions under this Chapter) on his total income, with which he is chargeable for any assessment year, of an amount equal to hundred per cent of such income tax or an amount of *ten thousand rupees only* (Rs. 10,000), whichever is less.

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**AWARD OF DEALERSHIPS/AGENCIES BY OIL COMPANIES**

Award of Retail Outlet, 2/3 Wheeler Outlet, Kerosene-LDO Dealerships and LPG Distributorships.

Ministry of Petroleum & Natural gas has reserved 7 1/2% of all type of dealership agencies of the public sector oil companies for Physically Handicapped/Government personnel (other than Defence personnel disabled on duty/widows of Government personnel (other than Defence Personnel who die in the course of duty).

The oil industry appoints its dealers/distributors through an advertisement in one English daily & 1 regional daily having maximum circulation in the district in which the dealership distributorship is to be located.

**ELIGIBILITY CRITERIA**

1. Indian National

 2. Age group (between 21-30 years)

 3. Educational qualification (Matriculation or equivalent)

 4. Physically Handicapped persons should produce a certificate from Civil Surgeon/CMO or Superintendent of a Government hospital that he/she is O.H. to the extent of minimum 40% permanent partial of either upper or lower limb or both upper & lower limbs together.

Partially HH candidates are also eligible. Totally blind persons are eligible to apply for retail outlet/kerosine/LDO dealership. They are however not eligible for LPG distributorship.

*Income:* The candidate's income should not be more than Rs.50,000/-p.a. Income for this purpose would include the income of the candidate, his/her spouse, dependent children put together. In case of dependent, his/her parents income would also be taken into consideration.

*Application Form:* Standard formats can be obtained from divisional/regional area office of the concerned oil companies (Annexure VII).

*SA*

**RESERVATION OF JOBS & OTHER FACILITIES FOR DISABLED PERSONS**

**(i)**

3% reservations in Gr 'C & 'D' Posts.

As per the order of Government of India reservation of 3% in jobs have been made in Gr. 'C & Gr. 'D' posts for the PH persons. The category of handicapped persons benefitted are the blind, the deaf and the O.H. persons as given below:

Cataegory of handicapped %age of reservation

(1) (2) The Blind The Deaf 1% 1%

**(3)**  The OH 1%

For effective implementation of the reservation it has been adviced to maintain a roaster of vacancies arising in Gr 'C and Gr. 'D' posts from the year to year. This 34th vacancy may be earmarked, for the blind. Similarly, the 67th vacancy and 10Oth vacancy would be reserved for the Deaf & the OH respectively in a cycle of 100 vacancies. (Annexure-VIII & Annexure-IX(A) & AnnexureIX(B).

(ii) A revised instruction is also issued regarding the reservation for PH persons in various posts/services. As per the instructions, persons with disability will be given preference at the time of recruitment in the identified Gr. 'A' and 'B' posts. Other details including identification of posts, calculation of the number of vacancies, etc. are given in the instructions (AnnexureIX(C))

*Reservation for the physically handicapped persons in Gr. 'A' and 'B'posts:* As per the order of the Government the reservation to physicaly handicapped stood extended to identified Gr. 'A' and 'B' posts filled through direct recruitment (Annexure -IX(D) and AnnexureIXE).

(iii) Definitions of disabled for the purpose of reservation

**THE BLIND**

The blind are those who suffer from either of the following conditions: (a) Total absence of sight;

(b)

(c) **THE DEAF**

Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses;

Limitation of the field of vision subtending an angle of 20 degrees or worse.

The Deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear and understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibles in the better ear (profound impairment) or total loss of hearing in both ears.

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THE **ORTHOPAEDICALLY HANDICAPPED**

The orthopaedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.

(iv) **Identification of jobs:** In order to implement these reservations, without loss of productivity some posts are identified disability wise. (AnnexureX).

To insure sufficient recruitment of blind persons separate list has been identified for the blind and partially blind persons (Annexure-XI).

(v) **Posting of handicap candidates:** As per the decision of Government of India Gr. 'C & Gr. 'D' posts recruited on regional basis and who are physically handicapped may be given posting as far as possible near to their native place within the region subject to administrative constants PH employees may be given preference in transfer case near to their native place (Annex-ureXII).

(vi) **Relaxation of ban order on recruitment to vacancies earmarked for PH persons:**

As per the Government order regarding ban on filling up of non-operational vacant post will not be applicable in case of reserve vacancies to be filled up for PH persons (AnnexureXlil).

(vii) **Carry forward of vacant posts under reserve category:** As per the Government order if a reserve category of person is not available or the nature of vacancy in an office is such that the given category of person cannot be employed then the post may be carried forward for a period of 3 subsequent years. (AnnexureXIV).

(viii) **Appointment of VH persons as canner in Government Deptt.:** As per the decision of Government of India it has been instructed that recanning of chairs in Government offices should be done by blind persons as far as possible when the volume of work require a full time chair canner then a suitable post may be created in consultation with the Finance. (Annexure-XV & AnnexureXVI).

(ix) **Instruction to appointing authority for intimating vacancies reserved for handicap:**

As per the existing instruction of the Government all the vacancies in Gr. 'C and 'D' irrespective of their nature and duration are to be notified to the Employment Exchange and also to be filled through the agency unless filled through UPSC/SSC. It has also been decided that all the appointee should send their request to Employment Exchange/Special Employment Exchange/ nearest Vocational Rehabilitation Centres for P.H. for nominating suitable handicapped persons. (AnnexureXVII)

(x) **Age Concession to PH persons:** As per the Government order it has been decided to extend the age concession of 10 years in favour of handicap persons to recruitment to posts filled through the SSC and through Employment Exchange in Gr. 'C S Gr. 'D' posts. (Annexure XVIII & Annexure XIX).

(xi) **Relaxations in typing qualifications:** As per the order PH persons who are otherwise eligible for appointment to posts of LDC but cannot be so appointed for being unable to satisfy the typing qualifications due to their disability may be exempted from the typing qualification for appointment. (AnnexureXX).

(xii) **Consideration for confirmation in job for blind person:** It has been instructed to all the Ministries/Deptt. of Government of India that there should not be any delay in confirmation of officers including Blind persons on account of administrative delay. Ministry/Department should

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ensure, especially in which blind persons are employed that confirmations is made without delay and at appropriate time. (AnnexureXXI).

(xiii) **Reservation for PH persons in posts filled by promotion:** As per the order handicapped persons may be promoted to Gr.'C from Gr.'D' and within Gr. 'C against the identified post if they are capable of being filled/held by the appropriate category of PH (Annexure XXII-A, Annexure XXII-B and Annexure XXIIC).

(xiv) **Exemptions from payment of examinations fee:** As per the order PH persons recruited to Gr. 'B' and Gr. 'C posts advertised by the UPSC & SSC will be exempted from the payment of applicatons and examination fee as prescribed by UPSC/SSC. (AnnexureXXIII)

(xv) **Appointment of Liaison Officer:** As per the order a Liaison Officer appointed to look after the resPr"otir>n of SC/ST would also be the liaison officer for reservation matters relating to PH, Ex-servicemen and other backward classes. (AnnexureXXIV)

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SPONSORSHIP POWER TO NATIONAL INSTITUTIONS

The Ministry of Labour in consultation with the Ministry of Social Justice & Empowerment and Department of personnel & Training, has decided to grant co-sponsoring power to the National Level Rehabilitation Institutes as given below:-

 1. National

Institute for the Visually Handicapped, Dehradun

 2. National Institute for the Mentally Handicapped, Secunderabad

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 3. AH Yavar Jung National Institute for the Hearing Handicapped, Mumbai

 4. National Institute for the Orthopaedically Handicapped, Calcutta

 5. National Institute for Rehabilitation Training & Research, Cuttack

 6. The Institute for the Physically Handicapped, Delhi (AnnexureXXV)

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**I**

**FINANCIAL ASSISTANCE TO PERSONS WITH DISABILITIES**

(1) National Handicapped Finance & Development Corporation (NHFDC):

The 'National Handicapped Finance and Development Corporation' has been incorporated by Ministry of Social Justice & Empowerment, Govt. of India on 24th Jan. 1997 under section 25 of the Companies Act.,1956 as a company not for profit. **It-is** wholly owned by Govt. of India and has an authorised share capital of Rs. 400 crores (Rupees Four Hundred crores only.)

A AIMS AND OBJECTIVES

Promote economic developmental activities for the benefit of persons with disabilities.

 \* Promote self-employment and other ventures for the benefit/economic rehabilitation of persons with disabilities.

 \* Extend loans to persons with disability for pursuiting general/professional/ technical edu cation for training at graduate and higher level

 \* Assist in the upgradation of technical and enterpreneurial skills of persons with disability for proper and efficient management of production units.

Assist self-employed individuals /group of individuals of registerd factories /companies / co-operatives of disabled persons in marketing theirfinished goods and assist in procurement of raw materials.

B ELIGIBILITY

 \* Any Indian Citizen with 40 % or more disability

 \* Age between 18 and 55 years.

Annual income below Rs.60,000/-for urban areas and Rs.60,000/-for urban areas and Rs.55,000/-p.a for rural areas.

A cooperative society of disabled persons.

 \* A legally constituted association of disabled persons

 \* A firm promoted by disabled persons

Each member of society/association/firm applying for loan should fulfil the disability, age and income criteria.

Relevant educational/technical/vocational qualification experience and background. C NHFDC SCHEMES

The Corporation can assist a wide range of income generating activities for disabled persons. These are :

 3.1 For

setting up small business in ServiceATrading sector: Loan upto Rs.20.00 lakhs.

 3.2 For setting up small industrial unit: Loan upto Rs.20.00 lakhs.

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 3.3 For higher studies /Professional Training to cover tuition fees books, stationery expenses, hostel facilities etc.

 3.4 For Agricultural Activities : Loan upto Rs.5.00 Lakhs

 3.5 For manufacturing /production of assistive Devices for disabled persons : Loan upto Rs.25.00 Lakhs

 3.6 For self employment amongst persons with mental Retardation , Cerebral Palsy and Autism : Loan upto Rs.2.50 lakhs.

*Note:* a) All loans to be repaid within 7 years.

 b) A rebate of 2% on interest for disabled women

 c) A rebate of 0.5% on interest for timely and full repayment of loan & interest

D PROMOTERS CONTRIBUTION FOR TERM LOAN AND RATE OF INTEREST

Project Cost

NHFDC share

Ch.Agency Promoter's share share

Rate of interest

5%

10%

 1. Less than Rs. 100% Nil 50,000

 2. Above Rs. 50000 95% 5% & less than 1

lakh

3. Above 1 lakh 90% 5% & less than

5 lakhs

4. Above 5 lakhs 85% 5%

Nil 5% p.a

Nil 6% p.a

9% p.a

10% p.a

E. HOW TO APPLY

Applications on prescribed format to be submitted to National Handicapped Finance and Development Corporation, Faridabad, through the channelising agency

F. WHOM TO CONTACT

**National Handicapped Finance and Development Corporation Red Cross** Bhavan, Sector:12 **(Opp. Mini Secretariat) Faridabad -121002 (Ph: 284371)**

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**Channelising agency in the respective states:**

1) *Assam*

Sh. P. Basurnatary, IAS, MD Sh. G.C Likharu, Secretary Assam Financial Corporation "Vittiya Bhawan", Md. Shah Road Paltan Bazar, Guwahati -781 008 (Assam)

2) *Andhra Pradesh* Dr. C. Sreedhar, MD

A.P Vikalangula Cooperataive Corporation

B.R.K.R Bhawan

Hyderabad -500063(Andhra Pradesh)

3) *Bihar*

Bihar State Backward Classes Finance & Development Corporation, 4th. Floor, Gone Bhawan Birchand Patel marg Patna -800001 (Bihar)

4) *Chandigarh* Chandigarh Child & Women Development Corporation Limited, Town hall Building

3rd Floor, Sector-17-C Chandigarh

 5) *Daman & Diu* B.D.O., Fort Area, Moti Daman -396220 (Daman & Diu)

 6) *Dellhi*

Delhi Financial Corportaion E-Block, Saraswati Bhawan Connaught Place New Delhi 110 001

7) *Goa*

Goa State Scheduled Caste and OBC Finance Development Corporation Limited, 4th Floor, Patto Centre Near Kadamba Bus Stand Panaji -Goa

8) *Gujarat*

The Gujarat Women Economic Development Corporation Limited Block No.8, 8th Floor Udyog bhawan Gandhi Nagar -382011

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9) *Haryana*

Haryana Backward Classes & Economically Weaker Section Kalyan Nigam S.C.O. No 813-14 Sector -22A, Chandigarh

10) *Himachal Pradesh*

(a) The Director

Social & Women's Welfare Department (Govt of Himachal Pradesh) Shimla-171 009 (HP)

(b) Sh P.K.Sinha MD

H.P. Minorities Finance & Development Corporation 1 st Floor, Bloxk No -38, S.D.A Complex Kasmpti, Shimla-171 009 ( HP)

11) *Jammu & Kashmir* Sh. Shrish Dutt, GM J & K State Finacial Corporation S.F.C House, Durganag Road PO Box -8, Srinagar, J & K

12) *Kerala*

Sh.T.R Mukundan, MD

Kerala State Handicapped Persons

Welfare Corporation

(A Govt of Kerala Undertaking)

Thiruvananthapuram, Kerala

13) *Lakshadweep*

Sh U.C.K.Thangal, chairman Lakshadweep Khadi and village Industries Board, Kavaratti -682 555 Union Territory of Lakshadweep

14) *Madhya Pradesh*

a) M.P. Pichra Varg Vitt Evam Vikas Nigam 6, Maharana Pratap Nagar,

Zone-1, Bhopal-482001 .(M.P)

b) M.P. Rajya Sahkari Anusuchit jati Vitt Evam Vikas Nigam

Rajiv Gandhi Bhawan, 35, Shyamala Hills, Bhopal -482002(MP)

c) M.P.Adivasi Vitt Evam Vikas Nigam 52, Maharana Pratapm Nagar Zone-1, Bhopal-482001 (MP)

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d) M.P.AIpsankhayak Vitt Evam Vikas Nigam 6, Maharana Pratap Nagar, Zone-1,Bhopal 482001 (MP)

15) *Maharashtra*

Mahatma Phule Backward Class Development Corporation LTd. Supreme Shopping Centre Gulmohar Cross Road No 9, JVPD Scheme, Juhu, Mumbai-400049

16) *Manipur*

Sh A. Nabachandra Singh, Director Department of Social Welfare A.T.Line, 2nd M.R.GAte Imphal -795 001 (Manipur)

17) *Mizoram*

Mizoram Co-operative Apex Bank Ltd., Aizwal, Mizoram.

18) *Nagaland*

Department of Social Secu rity & Welfare Kohima, Nagaland

19) *Orissa*

Manila Vikas Samabaya Nigam Qtrs.No A/5, Unit -V Bhubaneswar-751001 (Orissa)

20) *Pondicherry*

Mrs. Smitha.R, MD Pondicherry Corportaion for Development of Women Ltd. 10,1 Lango Nagar Pondicherry -605 011

21) *Punjab* Director

Social Security and Women & Children Development Govt of Punjab (Chandigarh)

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22) *Rajasthan*

Rajasthan Scheduled Castes & Scheduled Tribes Finance & Development Cooperative Corporation Nehru Sahakar Bhawan Central Block, Illrd Floor Bhawani Singh Marg, Jaipur (Rajasthan)

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23) *Tripura*

 a) D.R.D.A, West Tripura, Agartala

 b) D.R.D.A, South Tripura, Udaipur

 c) D.R.D.A, Dhala District, Ambassa

 d) D.R.D.A, North Tripura, Kailashahar.

24) *Tamil Nadu*

Tamil Nadu State Apex cooperative Banking Limited, PO Box 226, Netaji Subash Chandra Bose Road, Chennai-600 001 (Tamil Nadu)

25)

*Uttar Pradesh* a)

Sh. K.R.Shilpkar

Uttar Pradesh Backward Finance

Development Corporation

Lucknow

26)

 b) Sh. Sita Ram Verma, (MD) Uttar Pradesh Sahakari Gram Vikas Bank Limited Lucknow

 c) Uttar Pradesh Financial Corporation Kanpur

*West Bengal*

West Bengal Women Development Undertaking

LA block, Sector III, Salt Lake city

Culcutta -700 091

(2)

**Public Sector Banks**

(A NOTE CONTAINING THIS SCHEME HAS BEEN FORWARDED BY THE DEPARTMENT OF ECONOMIC AFFAIRS, VIDE D.O.No.F.301/89-SCT(B) DATED 8.9.89 TO THE MINISTRY OF WELFARE)

Under the Scheme for Public Sector Banks for Orphanages, Women's Homes and Physically Handicapped Persons', the benefits of the differential rate of interest are avaiable to physically handicapped persons as well as institutions working forthe welfare of the handicapped. The details of the scheme are as under:

**ELEGIBILITY** (For individual)

Physically handicapped persons are eligible to take loans under the scheme, if they satisfy the following conditions:

Should be pursuing a gainful occupation.

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Family income from all sources should not exceed Rs.7200/-p.a. in urban or semi-urban areas or Rs.6400/-p.a. in rural areas.

Should not have land holding exceeding 1 acre if irrigated, and 25 acres if un-irrigated. Should not incur liability to two sources' of finance at the same time.

Should work largely on their own and with such help as other members of their family or some joint partners may give them and should not employ paid employees on a regular basis.

**ELIGIBILITY** (For Institutions)

Institutions for the physically handicapped persons pursuing a gainful occupation are also eligible to take benefit under this scheme. The above institutions are exempted from income criteria. However, these institutions could utilise the funds for productive purposes only and not for meeting their normal administrative and establishment expenses.

*NB: PUBLIC SECTOR BANKS REFER TO NATIONALISED BANKS. THE STATE BANK OF INDIA AND ITS SUBSIDIARIES*

**ASSESSMENT:** The quantum of loan, both for working capital and for acquisition of fixed assets, will be determined on the basis of the needs of institutions/individuals in a scientific method to ensure that all their legitimate financial requirements are met in toto.

**AMOUNT OF LOAN:** The amount of loan will depend on the particular scheme proposed to be financed. It should be adequate to enable the borrower to finance his requirements without having to borrow funds from other sources. The normal limit will be Rs.6,500/-for working capital loan and Rs.5,500/-for a term loan. In exceptional cases, particularly for institutions etc. higher amounts are allowed. Both the working capital and term loan are admissible in accordance with the specific requirements of the borrower.

In the case of small scale industries, village artisans etc. in decentralised sector advances under the scheme may be granted upto Rs. 6,000/-without making any distinction between working capital and term loan by way of composite loan.

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*t* **Repayment:** Term for the acquisition of fixed assets are normally allowed for 5 years, including a grace period not exceeding two years on the repayment of principal. The repayment schedule will be working out in each case having regard to the nature of the activities of the borrower and the economics of the scheme. In assessing the surplus for the payment of interest aid principal, due allowance is made for the sustenance requirements of the borrower himself.

**Security:** The borrower may or may not be able to offer tangible security to secure the loan. The viability or the potential viability of a project will be the main criterion for the grant of an advance. However, the assets purchased with the loan may be hypothecated to the Bank. In addition, in appropriate cases of loans to a homogeneous group of borrowers group guarantee may be accepted.

**Margin:** In the case of borrowers belonging to the weakest strata of society who may not be in a position to furnish margin money, requirements of margin money will not be insisted upon.

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**Rate of interest:** Keeping in view the social objective the interest will uniformly be charged *@* 4 per cent per annum. Physically handicapped persons including blind eligible under DRI Scheme are also given loans for purchasing of artificial limbs, hearing aids, wheelchairs etc. subject to maximum of Rs. 2500/-per borrower provided such assistance is given along with the advances for productive activities and self employment ventures and all other requirements under DRI scheme are fulfilled.

Under the scheme of 'Financing Small Scale Industries' a special provision has been made to allow concession of 1/2% in the rate of interest to the physically handicapped availing working capital limit above Rs.2500/-and upto Rs. 2.0 lakhs.

**Repayment period and interest on working capital stipulated as under:**

Repayment Medium term loan: 5 to 7 years including Period: Moratorium period of 6 to 12 months

36 months 42 months 30 months

12.5% 13.5%

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**(B) Subsidy to Handicapped under the Integrated Rural Development Programme (IRDP)**

Under the IRDP, 3% quota is earmarked for the Physically Handicapped persons. The Government has now decided that per family subsidy limit under the IRDP be raised from:

Rs. 3000/-to Rs. 4000/-in normal areas.

Rs. 4000/-to Rs. 5000/-in drought prone areas and desert development programme areas.

Rs. 5000/-to Rs.6000/-for Physically Handicapped beneficiaries. (ANNEXUREXXVI)

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**CENTRAL GOVERNMENT SCHEMES FOR THE**

**REHABILITATION OF PERSONS WITH**

**DISABILITIES**

*MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT*

 (a) Scheme to promote Voluntary Action for Persons with Disabilities (Umbrella Scheme).

 (b) Scheme of Assistance to disabled persons for purchase/fitting of aids & appliances.

*MINISTRY OF RURAL AREAS & EMPLOYMENT*

 (a) Convergence of Poverty Alleviation Programme of the Ministry of Rural Areas and Employment with the ADIP Scheme of Ministry of Social Justice and Empowerment.

 (b) TRYSEM training to disabled.

 (c) Financial assistance to group of persons with disability in rural areas.

 (d) Revision/Modification of Jawahar Rozgar Yojna guidelines, earmarking of funds for persons with disability.

 (e) 3% reservation to persons with disability in the Rural Sanitation programme.

 (f) Earmarking of 3% of funds for the benefits of persons with disability under Indira Awas Yojana.

**MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT**

(a) Scheme to promote Voluntary Action for Persons with Disabilities (Umbrella Scheme):

The enactment of the people with diabilities, equal opportunities and protection of Right Act of 1995 is a landmark legislation and an expression of India's commitment of social justice.

The Disability Division of the Ministry of Social Justice and Empowerment has so far been administering the following five grant-in-aid schemes which are being implemented through NGO's:

 1) Scheme of Assistance to organizations for the disabled.

 2) Scheme of Assistance to Disabled Persons for Purchase/Fitting of Aids/ Appliances.

 3) Scheme of Assistance of Voluntary Organisation for the Rehabilitation of Leprosy Cured Persons.

 4) Scheme of Assistance to Voluntary Organizations for Special SChool for Handicapped Children; and

 5) Scheme of Assistance of Organizations for Persons with Cerebral Plasy and Mental Retardation.

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In order to make these schemes more effective and better result oriented it has been decided that the Four Schemes mentioned at (1), (3), (4) & (5) be replaced by the present 'Scheme to promote Voluntary Actions for Persons with Disabilities' also known as Umbrella Scheme, which incorporates all the components of the earlier schemes and also cover the new areas in the field of disabilities. So far as the Scheme at (2) is concerned, It has already been revised.

The Umbrella Scheme simplifies and facilitates procedure for easy access to Government support for NGOs with the aim to widen the scope and range of programmes. It will address the unmet needs of the over 95% Indian citizens with diabilities who have not had access to services so far.

Objectives of **the scheme** :

To ensure effective implementation fo the Act.

To encourage voluntary aciton

To create enabling environment.

To ensure equal opportunities, equity and social justice to persons with disabilities.

To empower persons with disabilities.

To implement outreach and comprehensive Community-based Rehabilitation programmes in urban and rural environments.

To enhance education opportunities at all level and in all forms.

To enlarge the scope of vocational and professional opportunities, income generation and gainful occupations.

To support all such measures as may be necessary for promoting formal as well as non formal employment and placement opportunites.

To support people with disabilities in project with are environment friendly and eco pro-motive.

To support effort to ensure protection of human, civil and consumer rights to persons with disabilities.

To support legal literacy, including legal counselling, legal aid and analysis and evaluation of existing laws.

To support the development publication and dissemination of information documentation and training materials.

To support the conduct of surveys and other forms of epidemiological studies.

To support (a) construction and maintenance of building, (b) furniture and fixtures, and (c) installation and maintenance of machinery and equipment.

To support and facilitate the availability of appropriates housing homes and hostel facilites.

To establish and support facilities for sport, recreation, leisure-time activities, excursions, creative and performing arts, cultural and socially inclusive activities.

To promote reseach in various development areas, innovative strategies, assistive devices and enabling techonolgies and support production of such devices ensuring equality control

To support manpower development activities to train requird personnel at different levels for all programmes / projects / activities for persons with disabilities.

To set up well equipped resource centres at different levels.

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To promote and support the developoment of self-help groups, parent organisation and independent living.

To encourage coordination, cooperation and netwroking and multisectoral linkages.

To support such other measures, which may meet the needs of the persons with disability and fulfil the obligation as prescribed in the Disability act of 1995.

**ELIGIBLE ORGANISATION :**

/. *The organisation should be*

 a) Registered under the Societies Registration Act, 1860 (XXI of 1860) or any relevant Act of the State/Union Territory, or

 b) A public trust registerd under the law for the time being in force; or,

 c) A charitable company licensed under section 25 of the company Act, 1958.

For at least 2 years at the time of applying for grant under this scheme in case relaxation to this condition is required detailed justification should be given. Secretary (SJ&E) is empowered to waive this condition, for reasons to be recorded in writing (in exceptional cases).

//. *It should have a legally constituted managing body.*

*III. It is not run for profit to any individual or a body of individuals.*

**EXTENT OF SUPPORT**:

 I. The quantum of support shall be determined on the scope and merits of the project proposal which could be upto 90%.

 II. The norms of payment is mentioned in the scheme booklet.

 III. If an organisation has already received or is expecting to receive a grant from some other official source for a project for which application is being made under this scheme, the grant under this scheme will be sancationed after taking that into account. The applicant will have to give information/declaration to that effect.

 IV. The grant will be released in two instalments normally. The first instalment of 50% of the admissible amount will be released on adhoc basis, subject to nothing adverse.

**Introduction of 3 new projects under the Umbrella Scheme** :

The following 3 new projects have been introduced in addition to the 4 existing projects mentioned at s.no.(1), (3), (4) & (5) in the second para of the Umbrella Scheme :

 1) Project for Community Based Rehabilitation

 2) Project for Legal Literacy, including Legal Counselling, Legal Aid and Analysis and Evaluation of Existing Laws

 3) Environment friendly and Eco-Promotive Projects for the handicapped.

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**(b) Scheme of Assistance to disabled persons for purchase/fitting of aids & appliances (ADIP)**:

The scheme aims at helping the disabled persons by bringing suitable, durable, scientifically-munufactured, modern, standard aids and appliances with in their reach.

The main objective of the Scheme is to assist the needy disabled persons in procuring durable, sophisticated and scientifically manufactured, modern, standard aids and appliances that can promote their physical, social and psychological rehabilitation, by reducing the effects of disabilities and "enhance their economic potential.

The Scheme will be implemented through the implementing Agencies. The agencies will be provided with financial assistance for purchase, fabricaiton and distribution of such standard aids and appliances that are in conformity with the objectives of the Scheme. The implementing agencies will take care of/make suitable arrangements for fitting and post-fitting care of the aids and appliances distribute under ADIP Scheme. The scope of the scheme has been further enlarged to include use of mass media, exhibitions, workshops etc., for exchange of information and promoting awareness and distribution and use of aids/appliances.

**ELIGIBILITY OF IMPLEMENTING AGENCY** :

The following agencies would be eligible to implement the scheme on behalf of Ministry of Social Justice and Empowerment, subject to fulfillment of laid down terms and conditions.

i) Societies, registered under the societies registration Act, 1860 and their branches, if any, seperately.

ii) Registered charitable trusts.

iv)

v) vi)

vii)

District Rural Development Agencies, Indian Red Cross Societies and other Autonomus Bodies headed by District Collector/Chief Executive officer/District Development Officer of Zilla parishad.

National/Apex Institutes including ALIMCO functioning under administrative control of the Ministry of Social Justice and Empowerment/Ministry of Health and family Welfare.

State handicapped Development corporations.

Local Bodies -Zilla Parishad, Muncipalities, District Autonomous Development Councils and Panchayats.

Nehru Yuvak Kendras.

**ELIGIBILITY OF THE BENEFICIARIES** :

A person with disabilities fulfilling following conditions would be eligible for assistance under ADIP Scheme through authorised agencies :

i) He/She should be an Indian Citizen of any age.

ii) Should be certified by a Registered Medical Practitioner that he/she is disabled and fit to use prescribed aid/appliance.

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Hi) person who is employed/self-employed or getting pension and whose monthly income from all sources does not exceed Rs. 8,000/-per month.

iv) In case of dependents, the income of parents/guardians should not exceed Rs. 8,000/-per month.

v) Persons who have not received assistance from the Government, local bodies and Non-Official Organisations during the last 3 years for the same purpose. However for children below 12 years of age this limit would be 1 year.

**QUANTUM OF ASSISTANCE TO DISABLED** :

Only those aids/appliances which do not cost less than Rs. 50/-and more than Rs. 6,000/ -are coverd under the scheme. However for visually, mentally, speech & hearing or multiple disabled, the limit should be Rs. 8,000/-during their study period upto XII standard. The limits will apply to individual items of aid and where more than one aids is required, the ceiling will apply separately. The amount of assistance will be follows :

Total Income Amount of Assistance

Upto Rs. 5,000/-permonth Full cost of aid/appliance

Rs. 5,001 /-to Rs. 8,000/-per 50% of the cost of aid/

month appliance

Further, travelling cost would be admissible limited to bus fare in ordinary class or railway by second class sleeper subject to a limit or Rs. 250/-for beneficiary irrespective of number of visits to the centre and a Certificate from Doctor or Rehabilitation professional, travel expenses subject to the same limt would be admissible to an attendant/escort accompanying the beneficiary. The beneficiary should attend the Rehabilitation Centre nearest to his/her place of residence, except in the North-Eastern Region where he may be allowed travel cost for travelling outside the region till such facilities become available with that region.

Boarding and lodging expenses at the rate of Rs. 30/-per day for maximum duration of 15 days would be admisible, only for those patients whose total income is upto Rs. 5,000/-per month.

**TYPES OF AIDS/APPLIANCESTO BE PROVIDED** :

The following aids and appliances may be allowed for each type of disabled individual. However, any other item as notified from time to time by the Ministry of Social Justice and Empowerment for the purpose will be allowed.

LOCOMOTOR DISABLED

i) All types of prosthetic and orthotic devices.

ii) Mobility aids and like tricycles, wheelchairs, crutches/ walking sticks and walking frames/rolators.

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iv)

All types of surgical footwears and MCR chappals. All types of devices for ADL (activity of daily living)

VISUALLY DISABLED

iv) v) vf)

Learning equipments like arithmetic frames, abacus, geometry kits etc. Gaint Braille dosts system for slow-learning blind children. Dictaphone and other variable speed recording system. Tape re-corder for blind student upto XII standard.

Science learning equipments like talking balance, talking thermometers, measuring equipments like tape measures, micrometers etc.

Braille writing equipments including baraillers, Braille shorthand machines, typewriters for blind students after the XII class. Talking calculators, Geography learning equipment like raised maps and globes.

Communication equipment for the deaf-blind Braille attachments for telephone for deaf-blind persons.

Low vision aids including hand-held stand, lighted and unlighted magnifiers, speech synthesisers or braille attachments for computers.

Special mobility aids for visually disabled people with muscular dystrophy or cerebral palsy like adapted walkers.

HEARING DISABLED

i) Various types of hearing aids.

ii) Educational kits like tape recorders etc.

iii) Assistive and alarming devices, including devices for hearing of telephone, TV, doorbell, time alarm etc.

iv) Communication aids, like, portable speech synthesizer etc.

MENTALLY DISABLED

i) All items include in locomotor diabled.

ii) Tricycle and wheel chair including the modification to suit the individual.

iii) All types of educational kits required for the mentally disabled.

iv) Any suitable device as advised by the Rehabilitation professional or treating physician.

MULTIPLE DISABLED

i) **Any** suitable device as advised by Rehabilitation Professional or treating physician.

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**II. MINISTRY OF RURAL AREAS & EMPLOYMENT**

*(a) Convergence of Poverty Alleviation Programme of the Ministry of Rural Areas & Employment with the ADIP Scheme of Ministry of Social Justice & Empowerment.*

There is 3% reservation for disabled in the Poverty Alleviation Programme i.e. the implementing agencies have a mandatory to extend assistance to a minimum 35 persons with disability in the total number of beneficiary. To achieve this target there is a need to promote the mobility of the disabled persons by giving them aids & appliances. Keeping in view of this the Ministry of Rural Areas and Employment has decided to converge the ADIP Assistance of Ministry of Social Justice & Empowerment with the Poverty Alleviation programme of the Ministry of Rural Areas & Employment. (AnnexureXXVII).

*(b) TRYSEM training to disabled-****i***

Under TRYSEM programme of Ministry of Rural Areas & Employment training is provided to the local artisans for repairing of aid/appliance of the disabled. Disabled youth having aptitude could also themselves be chosen for such training. Under TRYSEM programme also there is a provision of 3% reservation for persons with disability (AnnexureXXVIII).

*(c) Financial assistance to group of people with disability in rural areas-*

Under

this programme there is a scheme to organise group of persons with disability in rural areas into Sangam/Group and provide them Rs. 25,000/-to each group for taking up viable economic activities suitable to them (AnnexureXXIX).

*(d) Revision/Modification ofjawahar Rojgar Yojana (JRY)*

It has been decided to earmark 3% of the JRY funds for the benefit of the persons with disability (AnnexureXXX)

*(e) 3% reservations to persons with disability in the Rural Sanitation Programme*

It has been decided that there should be 3% reservation for persons with disability in works relating to sanitary latrines for individuals below the poverty line. In the case of works relating to groups, it should be ensured that there is barrier free environment for the disabled (AnnexueXXXI).

*(f) Earmarking of 3% of funds for the persons with disabilty in the Indira Awas Yojana*

It has been decided to earmark 3% of funds for the benefit of persons with disability under the Indira Awaas Yojana (AnnxureXXXII).

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**NATIONAL INSTITUTE FOR PERSONS WITH DISABILITIES**

**1. NATIONAL INSTITUTE FOR THE VISUALLY HANDICAPPED**

The National Institute for the Visually Handicapped was established in July 1979 by upgrading the National Centre for the blind. It was registered in October, 1982 and gained the status of an autonomous body.

*Objective:*

To conduct, sponsor, coordinate or subsidize research in all aspects of the education and rehabilitation of the visually handicapped.

To undertake, sponsor, coordinate or subsidize research in bio-medical engineering leading to the effective evaluation of aids or suitable surgical or medical procedure or the development of new aids.

To undertake or sponsor the training of trainees and teachers, Employment Officers, Psychologists, Vocational Counsellors and such other personnel as may be deemed necessary by the Institute for promoting the evaluation, training and rehabilitation of the visually handicapped.

To distribute or promote subsidise the manufacture of proto-types and to manage distrisbution of any or all aids designed to promote any aspect of the education , rehabilitation or therapy of the visually handicapped.

Whom to contact for detailed information :

Director,

National Institute for the Visually Handicapped

116, RajpurRoad,

Dehradun, Uttar Pradesh

TelVFax: 0135-748147

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**2. NATIONAL INSTITUTE FOR THE HEARING HANDICAPPED**

On 9th August 1983, the All Yavar Jung National Institute for the Hearing Handicapped was established in Mumbai.

*Objective:*

To conduct, sponsor, coordinate or subsidize research for the education and rehabilitation of the hearing handicapped.

To conduct, sponsor, coordinate or subsidize research in bio-medica! engineering resulting in the effective evaluation of aids, also surgical or medical procedure or the development of new aids.

To undertake or sponsor programme for trainees and teachers, Employment Officers, Psychologists, Vocational Counsellors and such other personnel as may be deemed necessary by the Institute for promoting educatiaon, training or rehabilitation of the hearing handicapped.

To distribute for promote or subsidize the manufacture of prototypes and distribution of any or all aids, designed to promote the education , rehabilitation or therapy of the hearing handicapped.

Whom to contact for detailed information:

Director,

National Institute for the Hearing Handicapped

Bandra(West)

Mumbai, Maharashtra.

Tel. 022-640-0215/0228/9176

TelVFax-6422638

Email-director @ giasbmol.vsml.net.in

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**3. NATIONAL INSTITUTE FORTHE ORTHOPAEDICALLY HANDICAPPED**

For promoting education, training and rehabilitation of the handicapped , Orthopaedically Handicapped Children and adults suffering from a wide range of disabilities which limit their mobility, muscular co-ordination and manipulative ability, the National Institute for the Orthopaedically Handicapped was set up at Calcutta. It was registered as an autonomous society in April, 1982.

Objective:

To develop manpower for providing services to the orthopaedically handicapped population , namely, training of physiotherapist, Occupational Therapist, Orthopaedic and Prosthetic Technicians, Employment and Placement Officers, vocational Counsellors etc.

To develop model services for the orthopaedically handicapped population in the areas of restorative surgery, aids and appliances, vocational training etc.

To provide services and special services to the orthopaedically handicapped people.

To conduct and sponsor research into all aspects, related to the total rehabilitation of the orthopaedically handicapped.

To standardise the aids and appliances for the orthopaedically handicapped and to promote their manufacture and distribution.

To serve as the apex Documentation and information Centre in the area of orthopaedically handicapped.

To provide consultancy to the State Govts. and Voluntry Organisations, working for rehabilitation of Orthopaedically Handicapped.

Whom to contact for detailed information:

Director,

National Institute for the Orthopaedically Handicapped

B.T.Road, Bon-Hooghly

Calcutta, West Bengal

Tel. 033-5567279,5580789

Tel./Fax-033-5578379

Email-nioh® Cal.vsnl.net.in

*>,7*

**4 NATIONAL INSTITUTE FOR THE MENTALLY HANDICAPPED**

The National Institute for the Mentally Handicapped (NIMH) is an autonomous body under the Ministry of Social Justice & Empowerment. It was established in the year 1984 as registered society.

*Objective:*

To develop appropriate models of care and rehabilitation for the persons with mental retardation appropriate to Indian conditions

To develop manpower for delivery of services to the persons with mental retardation.

To identify, conduct and coordinate research in the area of mental handicap and to assist them wherever necessary.

To serve as a documentation and information centre in the area of mental retardation.

To acquire relevant data to assess the magnitude, causes, rural-urban composition, socioeconomic factors, etc., of mental retardation in the country.

To promote and stimulate growth of various kinds of quality services in the country for persons with mental retardation throughout the country.

whom to contact for detailed information:

Director

National Institute for the Mentally Handicapped

Manovikas Nagar

Secunderabad

Andhra Pradesh

Tel. 7759267(0), 7758817 (R)

Fax. 040-7750198

Email -nimh ©hyd.ap.nic.in

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**5 NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH**

National Institute of Rehabilitation , Training and Research (NIRTAR) was registered as a society on February 24,1984 and is an autonomous body under the Ministry of Social Justice & Empowerment.

*Objective*

To promote the use of products of Artificial Limbs Manufacturing corporation of India.

To undertake sponsor or co-ordinate the training of personnel such as Doctors , Engineers, Prosthetics, Orthosis, Physiotherapists, Occupational Therapists, Multi-purpose Rehabilitation therapists and such other personnel for the rehabiltatiaon of the physically handicapped.

To conduct, sponsor, coordinate or subsidize research on bio-medical engineering leading to the effective evaluation of mobility aids for the orthopaedically disabled persons or suitable surgical or medical procedures or development of new aids.

To promote, distribute, subsidize the manufacture of protype designed aids and to promote any aspects of the education and rehabilitation therapy of physically handicapped.

To develop models of service delivery programmes for rehabilitation.

To undertake vocational training, placement and rehabilitaion of the physically handicapped.

To document and disseminate information on rehabilitation in India and abroad.

To undertake any other action in the area of rehabilitation of the physically handicap;ped.

All the income will be utilised for the fulfilment of above aims and objectives.

Whom to contact for detailed information:

Director

National Instt.of Rehabiltation, Training &

Research, Olatpur, PO Baroi,

Distt. Cuttack,

Orissa

Tel.: 06724-56465

Tel./Fax.: 55552

**6 THE INSTITUTE FOR THE PHYSICALLY HANDICAPPED**

The Institute for the Physically Handicapped is an autonomous body, registered under the Societies Registration Act, 1860 and is an apex level institute in the field of manpower development for rehabilitaion of the physically disabled persons established in the year 1976 by the Govt.of India, Ministry of Social Justice & Empowerment.

*Objective:*

Conducting PT/OT Courses 3 1/2 years duration each

Conducting Diploma in Prosthetic and Orthotic Engineering 2 1/2 years duration

Running workshop for fabrication of Orthotic and Prosthetic appliances.

Operating Physiotherapy, Occupational Therapy and Speech Therapy OPD services.

Running a Special Education school upto primary level for the Orthopaedically handicapped children and a Social and vocational Guidance Unit.

Whom to contact for detailed information :

Director,

The Institute for the Physically Handicapped,

4, Vishnu Digamber Marg,

New Delhi

Tel. 3233672/3236378/3233782

Fax 3239690

\*

**OTHER PROGRAMMES**

**I. REHABILITATION COUNCIL OF INDIA**

The Government of India set up Rehabilitation Council in 1986 as registered society under the Societites Registration Act, 1986. Thereafter this was converted to a statutory body under the Rehabilittaion Coucil of India Act w.e.f. 31 st July, 1993. This is under the Administrative control of Ministry of Social Justice & Empowerment.

*Objective:*

To regulate the training policies and programmes in the field of Rehabilitaiton of people with disabilities.

To prescribe minimum standards of education and training of avatious categories of professionals dealing with people with disabilitites.

To regulate these standards in all training institutions uniformally throughout the country.

To recognise institutions /universities running degree diploma /certificate courses in the field of rehabilitation of the disabled and to withdraw recognition , wherever facilities are not satisfactory.

To recognise foreign degree/diploma /certificate awarded by universities/institutions on reciprocal basis.

To maintain Central Rehabilitation Register of Persons possessing the recognised rehabilitation qualification; and

To encourage Continuing Rehabilitation Education in collaboration with organisations working in the field of disability.

Whom to contact for detailed information:

Member-secretary

Rehabilitation Council of India

23 'A', Shivaji Marg (Near Karampura Complex),

NewDelhi-110 015

Tel. 5911964/5911965

Fax-5911967

Email -rehabstd @ nde.vsnl. net.in

Web Site-www.rehab.council.org

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**II. DISTRICT REHABILITATION CENTRE**

The Government of India launched the District Rehabilitation Centre Scheme in early 1985, for providing a package of model comprehensive rehabilitation services to the rural disabled. The scheme, at present is operated in 11 different places of the country.

*Objective* .The objective of this scheme is to provide services to the following categories of disabled population :

i) Locomotor disabled

ii) Speech and Hearing impairec

iii) Mentally Handicapped

iv) Visually impaired

v) Multiple handicapped

The services provided in this scheme includes :

Prevention and Early Detection;

Medical Intervention and Surgical Correction;

Fitment of Artificial Aids and Appliances;

Therapeutical Services such as Physio Therapy, Speech Therapy and Occupational Therapy;

Provision of Educational Services in Special and Integrated Schools;

Provision of Training for aquisition of Skills through Vocational Training, Job Placement in local industries and trades with proper linkages with on-going Training and Employment Programmes;

Provision of Self Employment opportunities and Bank Loans;

Establishing a meaningful linkage with existing Government Schemes such as Disability/ Old age pension, scholarship etc.; and

An important aspect of this scheme is the creation of awareness, involvement of the Community and Family Counselling.

**LEVEL OF SERVICES**

*Village level*: At the village level the Integrated Child Development Scheme (ICDS) functionaries like teachers, local Health Workers, etc. undertake the work of disability prevention, detection and referral to the appropriate level namely Primary Health Centre (PHC) / Commuinty Health Centre (CHC) / District Centre or Voluntary Organisation wherever such facilities exist.

*PHC/CHC:* At the PHC/CHC level there are no specialised staff of rehabilitation, but all the PHCs / CHCs Medical and Para-Medical personnel are being given training and orientation in the matters of disability intervention.

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*DRC level*: The functions of the district level unit are

to provide direct services to the handicapped persons at the Headquarters in conjunction with the local hospital authorities;

to provide rehabilitation services through camp approach throughout the district.

to arrange for services like education vocational training and placement in conjunction with voluntary agencies and concerned Departments / Institutions of the Government.

The 11 DRCs set up in the scheme are as follows :

DRC Name State District Year of Inception as a

 Rural Project DRC Project

 Vijaywada Andhra Pradesh Krishna — 1986

Bhiwani Haryana Bhiwani — 1986

Mysore Karnataka Mysore 1983 1985

Bilaspur Madhya Pradesh Bilaspur — 1986

Virar Maharashtra Thane 1983 1985

Bhubaneswar Orissa Puri 1983 1985

Kota Rajasthan Kota — 1986

Chengalpattu Tamil Nadu Chengalpattu — 1985

Jagdishpur Uttar Pradesh Sultanpur — 1988

Sitapur Uttar Pradesh Sultanpur — 1985

Kharagpur West Bengal Kharagpur 1983 1985

**REGIONAL REHABILITATION TRAINING CENTRE**

The Regional Rehabilitation Training Centres (RRTCs) were set up to provide technical support to the DRCs in the area of trained professional manpower, paramedical and field workers. The 4 RRTCs are in Lucknow, Madras, Cuttack and Bombay.

Each RRTCs has 3 to 4 DRCs in its jurisdiction, which are as follows :

Lucknow **Madras**  **Cuttack**  **Bombay**

Sitapur Chengalpattu Bhubaneswar Virar

Jagdishpur Mysore Kharagpur Kota

 Vijaiwada Bilaspur

**SUPPORTING CENTRES OF CENTRAL ADMINISTRATIVE & COORDINATION UNIT OF DRC**

**SCHEME**

**NATIONAL INFORMATION CENTRE ON DISABILITY & REHABILITATION (NICDR)**

The NICDR was born out of a need for a comprehensive and active communication system of rehabilitation services in the country, in 1987.

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*AIMS & OBJECTIVES :*

To aci as a nodal agency for awareness creation and preparation / collection nation of materials / information on disability relief and rehabilitation.

i) ii) iii)

*ACTIVITIES:*

Organising Public Relation Activities e.g seminar, exhibition, workshop in different region for facilitation of services, motivation and for prevention awareness creation.

Providing information to disabled persons regarding concessions / facilities and other rehabilitation programmes for their benefit.

Preparation and publication of following journals/booklets Indian Journal on Disability and Rehabilitation (IJDR)

Programmes and Concessions to the disabled persons through the Central Government

Concessions/facilities provided to the disabled by the State/U.T Govt.'s.

NGOs receiving grant under various schemes of Ministry of Social Justice & Empowerment.

Organisations / Institutions working for the disabled, etc.

**REHABILITATION TECHNOLOGY CENTRE**

The Rehabilitation Technology Centre was set up in 1987.

*AIMS & OBJECTIVES:*

i) To act as high level convener of rehabilitation, scientists and trainers, ii) To act as executive arm of S & T Project in Mission Mode, iii) To train corps of Master Rehab. Engineers and Technicians iv) To help setting up standards of rehab, and assistance deviecs. v) To facilitate a system of testing laboratories.

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**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA, KANPUR**

The "Artificial Limbs Manufacturing Corporation of India"(AUMCOj *'.'.'¦>* 'egistered under Section 25 of the Companies Act, 1956 on 25 th Nov. 1972 as a Government Company not for profit.

*Objective:*

 (a) Manufacturing orthotics/prosthetics and rehabilitation aids required by the disabled in the country;

 (b) Training of Orthotic/prosthetic technicians and engineers;

(c)

Carry out research and development in the field of orthotics and prosthetics.

*ImpHmentation:*

 3. The corporation's factory at Kanpur is equipped with sophisticated plant and machinery required for such manufacturing. As a back -up for production the factory also has a well equipped tool room. Production is planned in a scientific manner. The quality control Department ensures that the products of the Factory are in keeping with the specifications laid down by the Bureau of Indian Standards and other International agencies.

 4. The corporation has a quality control Laboratory (OC Lab) which has all the sophisticated test equipments required for checking the quality of incoming material as well as testing the finished products of the Corporation. The QC Lab is recognised by the Bureau of Indian Stan dards as a certifying agency forthe quality of material used by their manufacturers in North India.

Whom to contact for detailed information:

Chairman-cum-Managing Director

Artificial Limbs Manufacturing Corpn. of India(ALIMCO)

G.T. Road, Kanpur

Uttar Pradesh.

Tel.-0512-770172

Fax- 770617

6S

**IV. RELIEF ASSISTANCE UNDER BILATERAL AGREEMENTS**

Ministry of Social Justice & Empowerment operates the bilateral Agreement entered ino by the Government of India with the Governments of U.S.A. U.K., Sweden, Switzerland and Germany.

*Objective:*

(a) To provide duty free entry into India of donated supplies for relief and rehabilitation of poor and needy without discrimination of caste, creed or race.

*Eligibility:*

 (a) Organisations which are charitable in nature and not running on profit.

 (b) Should be engaged in rehabilitaion of the poor and needy and other weaker sections irrespective of caste, creed, colour, gender, religion etc. -

 (c) The

donee organisation should be recognised under the Bilateral Agreement or should be registered under Societies Registration Act or registerd as a charitable institution with State/Union Govt.

 (d) Should be registered under FCRA by Ministry of Home Affairs if funds are also received by the said organisaions.

 (e) The source of income must be known

Whom to contact for detailed information :

Joint Secretary (DD)

Government of India

Ministry of Social justice and Empowerment

6th floor, "A" Wing

Shastri Bhavan,

New Delhi-110 001

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**V. SCIENCE AND TECHNOLOGY PROJECT IN MISSION MODE ON APLICATION OF TECHNOLOGY FOR THE WELFARE AND REHABILITATION OF THE HANDICAPPED**

*Objective:*

To coordinate, fund and direct application of technology in development and utilisation of suitable and cost effective aids and appliances, and methods of education and skill development leading to enhancement of opportunities for employment, easier living & mobility , communication, recreation and integration in society.

. *Implimentation:*

100% funding to the Research/Scientific Institutions through Rehabilitaion Technology

Centre.

Whom to contact for detailed information :

Joint Secretary(DD)

Government of India

Ministry of Social Justice & Empowerment

6th Floor, "A" Wing

Shastri Bhavan, New Delhi 110 001

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VI. EMPLOYMENT OF HANDICAPPED

*Objective:*

Assistance to disabled persons in getting gainful employment either through Special Cells in Normal Employment Exchanges or through Special Employment Exchanges for physically handicapped.

*Implimentation :*

Upto 100% financial assistance is provided in the case of Special cells and 80 % in the case of Special Employment Exchanges to State Govts/ Union Territory Administrations.

Whom to contact for detailed information:

Joint Secretary(DD)

Government of India

Ministry of Social Justice & Empowerment

6th Floor, "A" Wing

Shastri Bhavan, New Delhi -110 001

VI. EMPLOYMENT OF HANDICAPPED

*Objective:*

Assistance to disabled persons in getting gainful employment either, through Special Cells in Normal Employment Exchanges or through Special Employment Exchanges for physically handicapped.

*Implimentation:*

Upto 100% financial assistance is provided in the case of Special cells and 80 % in the case of Special Employment Exchanges to State Govts/ Union Territory Administrations.

Whom to contact for detailed information:

Joint Secretary(DD)

Government of India

Ministry of Social Justice & Empowerment

6th Floor, "A" Wing

Shastri Bhavan, New Delhi -110 001

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 VII. National Awards for the Welfare of Persons with Disabilities

In consonance with the resolution of General Assembly of UNO, Government of India have also decided to observe 3rd December as World Day for the disabled. On this ocassion, National Awards are given by the President of India for the following :

i) Best Employer of handicapped;

ii) Best handicaped employee and self-employed;

iii) Best individual working for handicapped welfare;

iv) Best institution working for handicapped welfare;

v) Placement Officers; and

vi) National Technology Awards for Welfare of the Handicapped.

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**VIII. National Trust for Persons with Disabilities**

The National Trust Act has been recently passed by the Parliament for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities. The trust is in the process of being set up.

**Objectives**:

To enable and empower persons with disability to live as independently and as fully as possible within and as close to the community to which they belong;

To strengthen facilities to provide support to persons with disability to live within their own families;

To extend support lo registered organizations to provide need based services during the

period of crisis in the family of persons with disability;

To deal with problems of persons with disability who do not have family support;

To promote measures for the care and protection of persons with disability in the event of death of their parent or guardian;

To evolve procedure forthe appointment of guardians and trustees for persons with disability requiring such protection;

To facilitate the realization of equal opportunities, protection of rights and full participation of persons with disability.

Whom to contact for detailed information :

Joint Secretary (DD)

Ministry of Social Justice & Empowerment

Shastri Bhawan

New Delhi -110 001

Phone:3381641 Fax :3388152

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**IX.**

**National Programme for Rehabilitation of Persons with Disabilities (NPRPD)**

**Objective** :

To create service delivery system at State/District/Block/Gram Panchayat level so as to provide comprehensive rehabilitation services right at the doorsteps of persons with disabilities. Community based Rehabilitation approach will be promoted at Block and Gram Panchayat Level and at district and state level, institutional based services will be provided.

**Implementation**

:

The services would be provided through :

There is a provision of 2 Community Based Rehabilitation Workers at each Gram Panchayat and 2 Multi-Purpose Rehabilitation Workers at Block Level. Services at district level would be provided through various professionals like Physiotherapist, Occupational Therapist, Orthotic & Prosthetic Engineers etc. The focus at grassroot level would be prevention, early intervention and information dissemination. At the State Referral Centre, higher level services would be provided.

**The Strategy**:

The Scheme is being implemented as a State Sector Scheme through State Government/ local bodies in convergence with the other existing schemes and programmes of various Departments and by NGOs and autonomous bodies.

**Whom to contact for detailed information** :

Project Director District Rehabilitation Centre 4, Vishnu Digambar Marg New Delhi-110 002.

PHONE : 3232412, 3233255 FAX : 3232412

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**X. Regional Composite Resource Centre**

At present there are 6 national/apex institutes dealing with specific areas of disabilities. In order to bridge the infrastructural gap, a scheme has been recently approved to set up 6 Regional Composite Resource Centres.

**Objective**:

The Regional Composite Resource Centres would provide rehabilitation services and manpower development in all areas of disabilities.

**Implementation** :

These centres will be set up in those regions where there is little or no infrastructure available.

**Whom to contact for detailed information** :

Joint Secretary (DD)

Ministry of Social Justice & Empowerment

Shastri Bhawan

New Delhi-110 001

Phone:3381641 Fax :3388152

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**XI. Rehabilitation Services in more than 100 Districts (Setting up of Composite Fitment Centre)**

**Objective:**

To provide comprehensive rehabilitation services to the unreached persons living in rural areas, with a focus on assessment, fitment, maintenance and repairs of assistive devices, Composite fitment centre would be set up at the district level. The scheme also targets at incorporating barrier free environment in buildings, roads, transport and other public infrastructure.

**Implementation** :

National/Apex Institutes, District Rehabilitation Centres and ALIMCO will be the implementing agencies for the Scheme. The Services would be provided in collaboration with local NGO, State Governement agencies/authorities. The project will be implemented in two phases. In Phase-I, services will be provided in more than 100 identified districts. In Phase II, 5-6 contiguous districts would be taken up by these identified district centres so as to cover all the districts of the country. These districts and the agencies who would be implementing the scheme in each of the districts have already been identified.The scheme is in an advanced stage for being launched in most of the districts.

**Whom to contact for detailed informatir~**

Project Director District Rehabilitation Centre 4, Vishnu Digambar Marg New Delhi-110 002.

PHONE : 3232412, 3233255 FAX : 3232412

**7:5**

**XII. Regional Rehabilitation Centre (RRCs) for Persons with Spinal injuries & other Orthopaedic Disabilities**

A network of four Regional Rehabilitation Centres for persons with spinal injuries and other orthopaedic disabilities are being set up as a Centrally Sponsored Scheme on 90:10, Centre : State sharing basis. Facilities for basic management and follow up of the spinally injured and orthopaedic disabilities with focus on rehabilitation as well as training.

**Objective**:

The following services will be provided by the Centres :

Diagnostic facilities

Physiotherapy & Occupational Therapy

Minor Operations

Artificial Limbs and appliances fitting

In patient beds facility

Vocational Training

Teaching and training material including audio-visual equipment.

**Implementation** :

State Governments would be to provide land, building and other infrastructure covering atleast 10% cost of the project as state share. The Indian Spinal Injuries Centre will provide technical support for setting up these centres. Italian assistance in the form of equipments is envisaged under the scheme.

**Whom to contact for detailed information** :

Joint Secretary (DD)

Ministry of Social Justice & Empowerment

Shastri Bhawan

New Delhi-110 001

Phone:3381641 Fax :3388152

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**MISCELLANEOUS PROGRAMMES**

**FAMILY PENSION**

Family pension to disabled children -Handicapped children shall be eligible forthe benefit of family pension even if they have been born after retirement of the Government servant from a marriage solomonised after retirement. (AnnexureXXXIII)

**Ad-hoc Allotment of Central Pool Residential Accommodation to the Physically Handicapped employees:**

Government employees suffering from T.B., Cancer and Physically Handicapped persons may get adhoc allotment of general pool residential accommodation on request after recommendation of the Special Recommendation Committee and on the approval of the Urban Development Ministry. (AnnexureXXXIV).

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**ANNEXURE-I(A)**

**CARRIAGE OF BLIND PEOPLE ON INDIAN AIRLINES CORPORATION (IAC) SERVICES**

**INDIAN AIRLINES CIRCULAR NO.** CIM/17 **DATED 18 MAY, 1965**

Occasionally, IAC carry blind passengers who travel by air on account of urgency or other reasons. As a humanitarian measure, it has been decided that 50 per cent concessional fare on single journey or single fare for round trip journeys will apply for carriage of all blind people on IAC domestic services only. However, escorts will pay the full applicable fares.

 2. Blind passengers will have to make an application for grant of 50 percent concession and such application must be accompanied by a certificate from a registered medical practitioner testifying to the fact that the person is blind and has lost the vision of both eyes. Such certificate must also carry the registered number of the registered medical practioner of the state to which he belongs.

 3. The 50% concession admissible to blind people cannot be combined with any other concesssional fare allowed by IAC i.e no other concession will be admissible to the blind passenger.

 4. While the Air Hostess or the Steward will look after the blind passengers not accompanied by escorts in flights, the Public Relation Officer or the Traffic Officer-in-Charge at the airport will render necessary assistance to such infirm passengers at the airports of departure and arrival. Advance notice of the travel must be sent by the station of embarkation.

5. The above concession will come into force immediately.

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**ANNEXURE-I(B)**

**INDIAN AIRLINES**

**(Commercial Headquarters)**

From :

Commercial Department Indian Airlines Hqrs. New Delhi

To:

All Stations

Indian Airlines

Ref. No. HCD : 8R : 252

16th May, 1990

**Circular No.490 (R&T)**

*Sub: Blind Persons Discount*

It has been brought to our notice that passengers who are permanently blind face a lot of problems in purchasing air tickets as they have to produce a fresh medical certificate each time they purchase an air ticket. The passenger finds this incovenient. It has therefore been decided that, with immediate effect, a photocopy of Medical Certificate, issued by competent authorities, stating that passenger has permanently lost total vision in both eyes can be accepted. The passenger will not have to submit the original certificate if he does not wish to do so. However, the photocopy should be verified with the original at the time of acceptance.

All other conditions regarding the Blind persons are remain unchanged. Please advise all concerned.

Sd/-

(A.K

GOYAL)

SR.DY.COMMERCIAL MGR.(R&T) F. COMMERCIAL DIRECTOR CC : AS PER LIST.

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**INDIAN AIRLINES**

**COMMERCIAL DEPARTMENT**

**NORTHERN REGION**

ALL STATION MANAGERS ALL PASSENGER SALES AGENTS MANAGER RESERVATIONS MANAGER DELHI AIRPORT

Ref No.-DLH/GMC/S.2/10/0068 Date -4 February, 1999

Circular No.-10/99 Type -A

**LOCOMOTOR DISABILITY CONCESSION**

2.

**3. (a)**

(b)

APPLICATION

All type of journeys in Economy Class on Domestic Sectors.

PERIOD OF APPLICATION All year round.

FARES

50% of Normal Economy Class INR Fare or Point to Point Fare, Full Inland Air Travel Tax

and Passenger Service Fee applicable.

50% of INR Fare level applicable to foreigners resident in India for travel on Domestic Sectors. Full Inland Air Travel Tax and Passenger Service Fee Applicable.

CHILDREN AND INFANT FARES Permitted

5.

6.

9.

VALIDITY

Valid for travel for one year from the date of issue of ticket.

STOPOVER Permitted

SALES AND ADVERTISING Restricted within India only.

BAGGAGE ALLOWANCE Normal Baggage Allowance.

CANCELLATION AND REFUND Normal Cancellation and Refund Rules.

COMBINATION

Not combinable with any other fare.

10.

COMMISSION

5% (On Fare Component only)

***fa***

11. DISCOUNT

No Discounts permitted.

12. DOCUMENTATION

Persons shall be eligible for this discount on furnishing the necessary certificate from the Chief Medical Officer to the effect that he is suffering from the Locomotor disability to the extent of 80% and above.

The District Medical Officer, wherein the disabled person ordinarily resides, would constitute a Board with one specialist on Orthopaedic and another specialist whom he thinks suitable for the purpose for examining the disabled person and for grant of necessary certificate thereafter.

Photocopy of the certificate will be required to be attached with the Auditor Coupon of the ticket.

In case of tickets issued by the Travel Agents the photocopy of the certificate will be verified by the Duty Manager of Indian Airlines.

13. ELIGIBILITY

Disabled Persons suffering from Locomotor disability to the extent of 80% and above.

 14. PAYMENT InlNR

 15. RESERVATION Permitted on Firm Basis.

16. TICKETING

By Indian Airlines Offices and its approved Travel Agents.

REROUTING Permitted.

TICKETING CODE LD-50

17.

18.

Please inform all concerned.

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**ANNEXURE-II**

**Government of India**

**Ministry of Communications**

**Department of Telecommunications**

**415, Sanchar Bhawan, 20, Ashok Road,**

**New Delhi**

NO.9-27/93-PHA

To

All Chief Genera! Managers,

Telecom/Telephones,

Chairman-cum-Managing Director,

MTNL, New Delhi

Chief General Manager, MTNL,

Mumbai/New Delhi.

*Sub: Provision of concessional telephone connection on priority to blind persons.*

The case of provisions of concessional telephone facility on priority to blind persons has been under consideration of the department, as a welfare measure. It has been decided to provide telephone facility to blind persons on the following terms and conditions.

Registration fee Installation charges Rental rebate Advance rental

Category Free call units

normal, as in the case of private subscriber, normal, as in the case of a private subscriber. 50% of the normal rental

50% of the annual advance rental and bi-monthly rental as applicable to a private subscriber.

Non OYT Special.

as admissible to a private subscriber

 3. A blind person is eligible to only one telephone under able scheme.

 4. The application form must be supported by a " visually blind certificate", issued by the CMD/MS/Opthalmic Surgeon of a district level Government hospital or above.

5. Blind persons already, having the facility of a telephone connection may approach the telecom authority with requisite certificate and request for rental rebate under the scheme. He/ She will be eligible for the concession from the date the conversion has been effected.

**80**

|  |
| --- |
| 6. On the death of the blind hirer, the telephone is transferable to the legal heir on normal rent, in case the legal heir is not eligible to concession under the scheme.  |
| 7.  | Receipt of this letter may kindly be acknowledged.  |  |
| \_  |  | (H.S. Chandra) Asstt. Director General (PHA)  |
| Copy to: 1. P.S. to MOS(C), Sanchar Bhawan 2. P.S. to Chairman, Telecom Commission 3. P.S. to O.S.D, Telecom Commission 4. Director General, Telecom Commission 5. All Members / All Advisors / All Sr. DDsG/ All DDsG Telecom  | Commission  |
|  |  | (B.K Graver) Section Officer (PHA)  |
|  |  |  |
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|  |  |  |
|  | 81  | ^  |

**ANNEXURE-I**

**Government of India**

**Ministry of Communications**

**Department of Telecommunications**

**415, Sanchar Bhawan, 20, Ashoka Road,**

**New Delhi.**

No. 31-13/91 PHB

To,

All Chief General Managers,

Telecom/Telephones,

The Chief General Managers, MTNL,

New Delhi/Mumbai

The General Managers, telephones

*Subject: Review of policy on STD PCOs.*

Under the orders of Hon'ble MOS (C), the liberalised policy of allotment of STD Payphones, enumerated in our office memo No.31-13/91 PHB dt.14.08.92 has been reviewed with a view to provide greater employment opportunities to educated unemployed. The following guidelines are issued for implementation with immediate effect.

**GENERAL**

**1.**

ELIGIBILITY

Only educated unemployed persons are eligible to apply for allotment of PCOs. They should produce an unemployment certificate from their local MPs/MLAs/Revenue authorities of the rank of Tehsildar and above Employment Officer/Chairman or Member of Zila Parishad/ Panchayat or Village Pradhan or Secretaries or recognised Social Organisations like Rotary Club/ Lions Club etc. who have ju risdiction over the locality here the applicant resides. The educational qualifications for the applicants are :

i) For rural areas: 8th or middle school pass and above.

ii) For urban areas : at least matriculate or High School and above.

Application is to be submitted in the prescribed proforma enclosing the unemployment certificate and agreeing to the terms and conditions prescribed by the Department of Telecom for the operation of STD PCOs.

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**2.**

**SELECTION OF BONAFIDE PERSONS** :

A committee with a composition as given below will select the applicants for allotment of STD PCOs after proper scrutiny and verification of bonafides. As a check against possible frauds, photocopy of the unemployment certificate may be sent by registered letter to the issuing authority with a covering letter requesting for getting it verified. The committee will allot the available number of PCOs giving preference to following categories of persons :

 a) Handicapped including blind persons

 b) SC/ST applicants

 c) Ex-servicemen/War widows

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 d) Retired DOT employees or their dependents

 e) Dependents of Freedom Fighters

 f) Charitable I nstitutions / Hospitals

The committee will be fully authorised to allot STD PCOs and also decided the location of the new PCOs

**COMPOSITION OF COMMITTEE**

a) The committee for allotment of the new STD payphones would consist as under:

(i) Head of SSA Chairman (ii)

An Officer from the Finance and Accounts Wing of the Department working under SSA Head such as AO/CAO etc. Member.

Three Non-official members would be nominated by the Ministry for a tenure period of two years.

(iii)

**3. PROCEDURE OF ALLOTMENT**

The committee will meet atleast once every month depending on the amount of work relating to allotment of STD PCO to scrutinise and select the applications from the eligible persons for STD PCO allotment.

**4. LOAN FACILITY TO STD PCO ALLOTTEES**

SSA Head will issue a certificate of allotment of STD PCO to the allottee to enable him to seek loan etc. from scheduled banks. SSA Head will also / provide all assistance in this regard.

**5. EXTENT OF PROVISION**

Upto 5% capacity of the exchange lines is to be reserved for allotment of PCOs (STD and

Local).

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**5.**

**TYPE OF EXCHANGE TO WHICH STD PCOS SHOULD BE PARENTED**

STD PCOs should normally be parented to an electronic exchange only. In a pace which is served by electro mechanical exchanges, a new 120P C\_DOT electronic exchange or an electronic exchange with a higher capacity witht 16 KHs home metering capacity can be opened and all STD payphones may be parented to this electronic exchange. The call loggers working with these STD PCOs whould be opened on 16 KHz cycle pulse from the parented electronic exchange.

**7. GENERAL CONDITIONS**

(i) One applicant should be provided with only STD Payphone. However, the existing bulk franchises will continue to operate as per terms and conditions of their existing agreement.

(ii) All STD Payphones should be so installed that they face public road/lane to allow free access to public.

(iii) The opening hours of such public telephone would be atleast from 6 A.M to 10 P.M.

(iv) Terminal equipment used by the allottee should be interface approved and they should not be programmable locally. Simple call loggers / Charge indicators manufactured by Hindustan Teleprinters Ltd. or other manufacturers which are interface approved by the department should be used. Use of stop watch will not be permitted (List of approved charge indicators is being calculated seperately).

(v) The allottee of STD PCO will be entitled 20 paisa per call unit upto 10,000 call units, 15 paisa per call unit upto in the range of 10,000 to 20,000 call units and 10 paise per call unit beyond 20,000 call units and 10 paise per call unit beyond 20,000 call units as commission for the total number of call units made over a period of one month.

Procedure for recovery of security deposit and bills from STD PCO allottees will be as under:

Two accounts either in a Public Sector Bank or in Post Office Saving bank will be opened in the name of Department of Telecom in which the allottee will deposit daily the entire collection of the day after deducting 20 paise per call unit upto 10,000 call unit, 15 paise per call unit in the range of 10,000 to 20,000 call units and 10 paise call unit beyond 20,000 call units as commission for the total number of call units made over a period of one month.The A.O (TR) will monitor the proper deposit of the amount by co-ordinating with Bank / Post Office and will also ensure that all bills in respect of these STD PCO are timely adjusted from above account. The other account will be in the name of the allottee and it will be pledged to the President of India. The allottee will deposit 5 paise per call unit in this account daily towards security deposit and and this deposit will continue to be made till the amount becomes equal to Rs.5,000/-in respect of Urban STD PCOs or Rs.620/-in the case of rural STD PCOs or average one month revenue whichever is higher. In rural areas, if the facility of Bank or Post Office is not available nearby, the above deposits can be made weekly. The telephone inspector and JTOs in the field will periodically inspect and check the passbooks of PCO allottees for prompt depositing. Dafaulters, if any, in this regard should be brought to the notice of higher authorities for taking action against them. Lapses on the part of the field staff during inspection will be dealt with severe penalties.

(vi) The security deposit can also be deposited in cash in one instalment or be in the form of a Bank Guarantee.

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(vii) Rate of pulses should be displayed prominently by the allottee of STD PCOs for all important stations in the country and all stations within 200 Kms.

(viii) The applicants have to apply in the prescribed form for the allotment of STD PCO.

(ix) The applicant should sign an agreement in the prescribed form with the Telecom Authority when an STD PCO is allotted to him.

(x) Incoming call facility will be allowed on all STD PCOs.

(xi) Shifting of STD PCOs within the local areas is permitted, normal shifting charges applicable to DEL will be levied.

(xii) Periodical surprise checks should be done to see that the allottee charges customers as per the guidelines given by Department of Telecom.

(xiii) Guidelines for applying for PTs and rural governing them should be published in the commercial information pages of the telephone directory.

(xiv) Periodical advertisements may be inserted in local newspapers, when sufficient number of application are not forthcoming.

II.

**RURAL**

Apart from the general conditions the following have to be followed in respect of rural STD PCO operation. The normal STD PCO is defined for this purpose as one working in an exchange system which has a total capacity of 512 lines and less :

 1. A minimum gurenteed revenue per PCO per month in the case of rural STD PCOs is fixed asRs.100/-.

 2. A security deposit of Rs.600/-based on six months guaranted revenue or monthly average revenue whichever is hipher has to be deposited by the allottee of the STD rural PCO. This average revenue is calculated on the basis of the revenue of the previous six months.

 3. Weekly billing cycle would be followed for recovery of STD PCO charges.

**III. NON-RURAL (URBAN)**

Apart from the general conditions above, the guidelines detailed below have to be followed in respect of the STD PCOs scheme in Non-rural areas :

 1. Atleast one STD PCO may be made available for about every 100 dwelling / Business Premises.

 2. While selecting the location for allotment of PCO, the SSA Head will consult the local bodies like Municipality, Public Institutions etc. toallocate convenient places for the PCO Booths. The important places given below should invariably be covered while selecting the location of PCO booths.

Commercial Housing Societies

Resettlement Colonies

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Government Colonies

Family Quarters of Defence Personnel

Students Hostel

Bus Stands

Tourist Centres

Airports

Pilgrim Centres

Railway Stations

Charitable Institutions

Hospitals

Educational Institutions, Public Libraries

 4. A minimum guaranteed revenue per PCO per month to the Department in the case of Non-rural (Urban) STD PCOs is fixed as Rs.1600/-.

 5. The amount of security deposit will be RS.5,000/-or an amount equal to the average monthly revenue whichever is higher. The average monthly revenue will be calculated on the basis of previous six months revenue.

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6. Fortnightly billing cycle will be followed for recovery of STD PCO charges. If the charges are heavy, weekly billing may be resorted to by local telecom authority.

(K.V Krishnamurthy) Asstt. Director General (PHB)

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**ANNEXURE-IV**

**No. 21 (1)/97/E.II(B)**

Governement **of India**

**Ministry fo Finance Department of Expenditure**

*Subject: Grant of Transport Allowance to Central Government employees.*

 1. The undersigned is directed to say that the 5th Central Pay Commission, vide paras 107.11 to 107.13 of Volume III of their Report, have recommended the grant of Transport Allowance to Central Government Employees to suitably compensate them for the cost incurred on account of commuting between the place of residence and the place of duty.

 2. The matter has been considered and the Government have accepted the recommendation of the Commission, as announced vide this Ministry's Resolution No. 50(1)/IC/97 dated 30.9.1997, the president is accordingly, pleased to decide that the Central Government Employ ees shall be entitled to transport allowance at the following rates :

Pay Scale of the Employee Rate of Transport Allowance per month (in Rupees)

 "A-1'TA" Class City Other Places

1. Employees drawing pay in the scale of pay of 800 400

Rs. 8000-13500 or above

400

200

Employees drawing pay in the scale of Rs. 6500-6900 or above but below the scale or Rs. 8000-13500

100

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Employees drawing pay below the scale or Rs. 6500-6900

3. The grant of transport allowance under these orders shall be regulated according to and will be subject to, the following conditions :

(i) The cities referred to as "A" and "A-1" in these orders shall be the same as those classified as such for the purpose of Compensatory (City) allowance (CCA) in terms of the orders issued separately regulating grant of CCa to the Central Government employees;

(ii) The allowance shall not be admissible to those employees who are provided with Government accommodation within a distance of one kilometer or within a campus housing the places of work and residence.

*Note: -*The grant of the allowance under these orders would be subject to furnishing or a certificate by the employee that the Government accommodation is not located within one kilometer from the place of work of the concerned employee or within a campus housing the places of work and residence.

(iii) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport. :

(iv) In case of employees who have opted to draw pay in the pre-revised scales of pay, the transport allowance shall be regulated in accordance with the revised scales of pay to which such employees would have teen entitled to, had they opted to come over to revised scales.

(v) In case of officers of the level of Joint Secretary and above, who have been provided with the facility of staff car for commuting between office and residence on prescribed payment basis under this Ministry5 FROM No. 20(5)-E.II(A)/93 dated 28.1.94, and option may be given to them either to avail themselves of the existing facility or to switch over to the payment of transport allowance, as admissible under these orders. In case they opt for the latter, they may be paid the allownance at rates as applicable to (hem, subject to the condition that the existing facility to staff car shall be withdrawn from the date they opt for the allowance. In case they opt for the former, the allowance shall not be admissible to them and they would not be required to make any payment for the facility of staff car between residence and office.

In terms of this Ministry's order vide FROM 19029/1/78-E.IV (B) dated 31.8.78, as amended from time to time, conveyance allowance is admissible to such of the Central Government employees borne or regular establishment (including work-chared staff) as are Blind or are Orthopaedically Handicapped with disability of lower extremities. Consequent upon coming into force of these orders, such conveyance allowance shall be abolished and instead all such employees may now be paid transport allowance at double the normal rates prescribed under these orders. In case, however, such handicapped employees have been provided with Government accommodation within a distance of one kilometer from the place of work or within a campus housing the places of work and residence, the allowance, shall be admissible at normal rates as applicable under these orders. The allowance shall not be admissible at normal rates as applicable underthese orders. The allowance shall not be admissible in case such employees have been provided with the facility of Government transport.

(viii) This allowance will not be admissible during absence from duty exceeding 30 days due to leave, training, tour etc.

These orders shall take effect from 1.8.97

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 5. In their application to the employees serving in the India Audit and Accounts department, these orders issue in consultation with the Comptroller & Auditor General of India.

 6. These orders shall also apply to the civilian employees paid from the defence Services Estimates and expenditure will be chargeable to the relevant Head of defence Services Esti mates. In regard to Armed Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.

7.

Hindi version of these orders is enclosed.

To.

All Ministries/Departments, as per standard mailing list.

Copy (with usual number of spare copies) forwarded to C.& A.G., U.P.S.C, etc. as per standard endorsement list.

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**ANNEXUREV**

**No.21**011/21/88-Estt.(Allowances)

**Ministry of Personnel, Public Grievences & Pensions**

**(Department of Personnel & Training)**

**OFFICE MEMORANDUM**

*Subject:- Grant of Children Education Allowance Reimbursement of Tuition Fee ect. to Central Government Employee issue of consolidated orders.*

The undersigned is directed to say that the Orders relating to grant of concessions under the Scheme of Children's Education Assistance/Children Education Allowance Reimbursement of Tuition fee and Hostel Subsidy to Central Government employees are contained in Central Civil services ( Educational Assistance) Orders, 1983, as amended Certain modifications in 18011/1/ 87-Estt (Allowances) dated 31.12.87 following the acceptance of the recommendations of the IVth Pay Commission on the subject The need for consolidating these orders has been felt and accordingly the president is pleased to decide that in supersession of all the existing orders on the subject, grant of the above concessions will be governed by the Central Civil Services (Educational Assistance ) Orders, 1988 attached as Annexure.

2. In so far as persons serving in the Indian Audit and Accounts Department are concerned these orders are being issued after consultation with the Comptroller and Auditor General of India.

3. Hindi version is enclosed.

**SD/-**

(E.K.

SREEDHARAN) UNDER SECRETARY TO THE GOVERNMENT OF INDIA

To

All Ministries/Departments of the Government of India.

No. 2101/21/88-Estt (Allowances)

Copy also forwarded to:-

 1. Office

of the Comptroller & Auditor General of India /Controller of Accounts.Ministry of Finance.

 2. Secretaries to Union Public Services Commission / Supreme Court of India / Election Commission/Lok Sabha Sectt. /RajyaSabha Sectt. /Cabinet Sectt/Central Vigilance Com mission/Presidents Sectt./Vice President's Sectt./Prime Minister's Office/Planing Com mission.

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 3. All State Governments and Union Territories.

 4. Government of all States/Lt. Governors of Union territories.

 5. Secretary National Council (staff side) 13-C, Feroz shah Road, New Delhi

 6. All Members of the Staff Side of the National Council of JCM/Department Council.

 7. All Officers/Sections of the Department of Personnel Training /Department of AdministratJive Reforms & Public Grievances/ Department of Pension & Pensioners Welfare.

 8. Ministry of Finance Deptt. of Expenditure (E-11 (B) Branch.

 9. Official Language Wing (Legislative Deptt.), Bhagwan Das Road, New Delhi.

 10. Railway Board, New Delhi

 11. 500 spare copies.

SD/-

(E.K.

SREEDHARAN) UNDER SECRETARY TO THE GOVERNMENT OF INDIA)

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**CENTRAL CIVIL SERVICES (EDUCATIONAL ASSISTANCE) ORDERS 1988**

**1. Short title and commencement**

 **(1)** These orders may be called the Central Civil Services (Educational Assistance) Orders, 1988.

 (2) They shall come in to force on 1.10.1988

2. **Application**

**(1)**

Tfiese orders shall apply to Government servants including State Government servants on deputation to the Central Government and industrial employees directly working under Government whose pay is debitable to civil estimates including civilians paid from Defence estimates but shall not apply to

 (a) Railway servants.

 (b) Person in casual or daily rated or ad-hoc or part-time employment,

 (c) Persons paid from contingencies,

 (d) Persons employed on contract except where the contract provided otherwise and

 (e) India based staff serving in Missions abroad and receiving educational assistance under the Indian Foreign Service (Pay, Leave, Compensatory Allowances and other conditions of Service) Rules,1961

(2) These orders shall also apply to Government servants on deputation to State Governments or on foreign service, provided necessary provision in regard to the drawal of educational assistance under these orders from sucn State Government or foreign employers is expressly made in the terms of deputation or foreign service.

**Definitions**

In these orders unless the context otherwise require: **i**

 (a) "Child" means a child of a Government servant and includes a step-child and an adopted child who is wholly dependent on the Government servant,

 (b) Government' means the Central Government,

 (c) " Head of Office' means a gazetted officer declared as such under rule 4 of the Delegation of Finance Powers Rules, 1978 allowance, reimbursement of tution fee and Hostel subsidy.

(1) In case both wife and husband are Government servants and are governed by the provisions of these orders the children's educational allowance or reimbursement of tuition fee or hostel subsidy as the case may be/shall be admissible to one of them only.

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(2) In case the wife or husband of a Government servant is employed outside the Central Government the Government servant shall be eligible to draw the allowance or reimbursement or subsidy under these orders, only if his/her spouse is not entitled to the benefit of any such allowance or reimbursement of subsidy from his/ her employer and a declaration to that effect shall be obtained from the Government servant.

6. (1) The children's educational allowance or the reimbursement of tuition fees or hostel

subsidy shall be admissible to a Government servant while he/she is on duty or is under suspension or is on leave (including extraordinary leave). ¦

Provided that during any period which is treated as dies non the Government servant shall not be eligible for the allowance/reimbursement/subsidy for the period.

(2) If a Government servant dies or ceases to be in service by reason of retirement, resignation, discharge, subsidy shall be admissible till the end. or the academic year in which the event takes place.

 7. Children's educational allowance reimbursement of tuition fee or hostel subsidy shall be admissible only in respect of children between the age limits of 5 and 20 year, A Government servant shall not be eligible to draw children's educational allowance, reimbursement of tuition fee or hostel subsidy for a child for more than two academic years in the same class.

 8. Assistance under these orders shall be availbale upto 3 children born upto 31.12.87 and shall be restricted to two academic years in the same class.

Provided that where a Government servant claims children's educational allowance in respect of some of his children and hostel subsidy in respect of other children, the total number of children in respect of whom the allowance or subsidy is drawn shall not exceed two.

9. The children's educational allowance reimbursement of tuition fee or hostel subsidy as the case may be / shall be admissible to a Government servant in respect of child only if the child attends the school regularly,

Provided that no such allowance reimbursement or subsidy shall be admissible in any case where the period of absence from the school without proper leave exceeds one month notwithstanding that the name of the child remains on the rolls of the school.

10. The children's educational allowance, reimbursement of tuition fee, or hostel subsidy as the case may be /shall be admissible to a Government servant in respect of his chidren regard less of the fact that any scholarship is received provided that if fees is awarded, reimbursement of tution fee/hostel subsidy shall be admissible only to the extent of fees actually paid.

**CHILDREN'S EDUCATIONAL ALLOWANCE**

**11.** (I) A Government servant is eligible to draw children's educational allowance when

he is compelled to send his child to a school away from the station at which he is posted and /or residing owing to the absence of a school of the requisite standard at that station.

(2) For the purpose of this order, the following schools shall not be deemed to be schools of the requisite standard :

(a) In so far as an Anglo Indian child is concerned, a school not by the Anglo Indian community ora school not affiliated to the Council for Indian School Certificate Examination of the Indian Council of Secondary Education.

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(b) A School run by a body of certain religious persuasion which the child is prevented by the tenets of his religious persuasion from attending due to religious instructions being compulsorily imparted in such a school; and

**(c)**

**A** school where teaching is conducted in a language different from the language of the child.

**Explanation I:-**

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language of the child will be the medium of instruction in the school where the child was getting education earlier and in the case of a child admitted in a school for the first time the mother tongue of the child"by birth or by adoption.

**Explanation** II:-

The

admissibility of children's education allowance willhave to be determined with reference to the standard of the school, viz Primary secondary or High Secoundary or Senior Secondary and the medium of instruction and the language of the child and not to the absence of any particular subject in a particular institution.

12. The allowance shall be admissible to a Government servant at a station where there is not school of the requisite standard only if the nearest school or such standard is so situated that there is no convenient train back not too long after the school is closed for the day and the journey by such train/bus service takes more than an hour.

13. If a Government servant is transferred from a station where there is no school of the requisite standard to a staion where there is such a school and if he was in receipt of the allowance at the former station in respect of any child, he shall remain eligible for such allowance until the close of the academic year of the school in which his child was studying at the time of his transfer provided the child continues to study for that period in that school.

14. If a child of a Government Servant is denied admission to a school of the requisite stan dard' at the station at which the Government servant is posted and/or residing because of there being no vacancy or for any other reasons and the child is compelled to attend a school away from the Government servant's place of posting and/or residence, the Government servant shall be entitled to the allowance as if there were no school of the requisite standard at that station.

**Explanation:-**The availability of a vacancy in a school shall be determined with reference to the position existing at the time of the admission of the child in the school whether it be at the start or in the middle of the session, in consultation with competent educational authorities of the area and not on the basis of the certificate of the school authorities.

15. A Government servant in receipt of the allowance shall continue to be eligible to draw such allowance during any period not exceeding four months.

 (1) When he may go and stay with the child in respect of whom the allowance is drawn while on leave or during suspension or temporary transfer,

 (2) When the child may come to live with the Government servant provided it is certified by a registered medical practitioner that the child is forced to remain away from studies due to illness, and

 (3) When the child may come to live with the Government servant during vacation provided the child continues to be on the rolls of the school.

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16. The allowance shall be admissible lo a Government servant at the following rates.

Primary, Secondary and

High Secondary Rs.50/-per month per child.

classes (I to XII)

17. (1) The allowance shall be admissible to Government servant throughout the year

notwithstanding that no tuition fee is paid during the vacation.

 (2) In the case of a child who is successful at the final secondary/higher secondary/ senior secondary examination, the allowance shall be admissible to the Govern ment servant upto the end of the month in which the examination is completed or upto the end of the month upto which the school fees are charged whichever is later.

 (3) In the case of a child who fails in the final secondary/highersecondary/senior secondary examination but resumes his studies the allowance shall be admissible to the Government servant for the period of vacation intervening provided that fees are paid for the period of vacation.

**REIMBURSEMNT OFTUITION FEE**

 18. A Government servant shall be eligible to the reimbursement of tuition fee payable and actually paid in respect of his child provided that no children's educational allowance under these orders is admissible to him.

 19. The tuition fee payable and actually paid by a Government servant in respect fo his child may be reimbursed subject to the following limits,

 (a) Class I to X..

 (b) Class XI and XII

 (c) Class I to XII in respect of physcially handicapped and mentally retarded children.

Rs. 20/-per month per child. Rs. 25/-per month per child. Rs. 50/-per month per child.

**Note:** "Science fee upto the limit of Rs.5/-p.m. will be reimburseable in addition to the tuition fee in respect of children studying in classes IX to XII & offering science subject.

20. The reimbursement of tuition fee charged by a college run a University or affiliated to a University forpre University/first year class of an Intermediate College or of a Technical College or first year class of polytechnic or for a correspondence course shall however be reimbursed in full subject to their being restricted to the rates prescribed by Government college for corresponding classes.

"In cases where minimum qualifications for admission in the two years Diploma course in Polytechnic is 10th class of the revised pattern of education and the student joins the polytechnic after passing X class of the revised pattern of education the reimbursement of tuition fees shall also be allowed for the 1st and the llnd year classes of the above course"

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21. Notwithstanding anything to the contrary in these orders, tuition fee payable and paid in respect of a physically handicapped or a mentally retarded child of a Government servant shall be reimbursed subject to the following conditions:

 (a) The Institution in which the child is studying is one which is recognised or approved or aided by the Central Government or State Government of Union Terri tory administration.

 (b) The fee charged are approved by the Central Government or State Government or Union Territory Administration as the case may be.

Explanation :-If the Instituition is recognised or approved or aided but the fees charged are not approved by Central or State Government or Union Territory Administration, the fees reimburseable shall be subject to a ceiling of Rs.50/-per month.

**HOSTEL SUBSIDY**

22. A Government servant shall be eligible to the grant of a subsidy at the rate of Rs. 150/-per month per child if because of his transfer he is obliged to keep his children in the hostel of a residential school away from the station at which he is posted and /or is residing.

However, if the date of admission to the Hostel is earlier than the date of transfer, and if such admission is made in anticipation of the transfer the hostel subsidy may be made from the effective date of transfer.

 23. The hostel subsidy shall be payable upto 10 plus 2 stage, in States and Union Territories, where the pattern of 10 plus 2plus 3 has been adopted and upto Higher Secondary and Senior secondary stage in other State and Union territories irrespective of the fact that the children study in a Kendriya Vidyalaya or any other recognised school.

 24. The hostel subsidy shall not be admissible in respect of a child for whom children's educational allowance is drawn by a Government servant.

**PROCEDURE FOR PAYMENT OF CHILDREN'S EDUCATIONAL ALLOWANCE, REIMBURSEMENT OF TUITION FEES AND HOSTEL SUBSIDY**

 25. A Government servant claiming children's educational allowance, reimbursement of tuition fees or hostel subsidy shall furnish a certificate in the prescribed form 1,2,3 & 4 as the case may be to the Head of Office at the time of preferring his initial claim and thereafter in the months of March and July every year. Where the Government servant is himself the Head of the office he shall furnish the certificate to the next higher authority.

 26. The Head of Office in regard to officers working in his office and the next higher authority in regard to the Head of Office shall after making such enquiry as may be considered necessary, issue a certificate indicating the amount of allowance admissible to the Government servant on the basis of which the allowance shall be drawn by the drawing and disbursing officer.

Provided that in the case of Children's educational allowance it shall be permissible for the allowance being drawn on provisional basis pending verification as above , for short periods

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not exceeding three months subject to an undertaking being obtained from the Government servant that if as a result of verification, it is established that a school of the requisite standard does exist at the station of posting/residence or near such station as referred to in order 12, he shall refund the allowance paid to him.

Provided further that the Head of Office or the next higher authority as the case may be may at his discretion make enquiry at periodic intervals regarding admissibility of assistance under these orders.

 27. The drawing and disbursing officer shall certify on the pay bill that the certificates mentioned in order 26 in respect of the Government servants covered by the pay bill have been obtained.

 28. A Government servant transferred from one station to another shall furnish a fresh certificate at the new station in case he continues to be eligible to draw children's educational allowance or hostel subsidy.

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**CHILDREN'S EDUCATIONAL ALLOWANCE**

1. Certified that my child/children mentioned below in respect of whom children's educational allowance is claimed is/are wholly dependent up.on me and I am compelled to send my child/children away from the place of my posting/residence due to non-availability of the school of the requisite standard at the station of my posting/residence or due to non-availability of a vacancy in such a school at the station of my posting /residence.

Name Date of School/ The place Class Monthly Amount

of the birth College where the in which educati- of allowance

chiH in which Government the onal claimed for

 studying servant child allowance the period

 location **IS**  **IS**  admi- from Jul...98 to

 thereof residing study- ssible Feb...

 and res- ing Mar... to June, 98

 idence

1. 2. 3. 4. 5. 6. 7.

*',*

3.

2. Certified that my child/children in respect of whom children's educational allowance is claimed is/are studying in the schools mentioned in column (2) which is/are recognised school (s) (Not applicable to schools run by Central Government/State Government/Union Territory Administration /Municipal Corporation/Municipal Committees/ Panchayat Samiti/ Zila Parishad)

Certified that:

(i) my wife /husband is /is not a Central Government servant.

(ii) my wife /husband is a Central Government servant and that she/he will not claim children's educational allowance in respect of our child/children.

(iii) my wife/husband is employed with x... she/he as/is not entitled to children's

educational allowance in respect of our child/children.

4. Certified that during the period covered by the claim the child/children attended the school regularly and did not absent himself/them /herself/themselves from the school without proper leave of a period exceeding one month.

5. Certified that the child/children has/have been not studying in the same class for more that two academic years.

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6. In the event of any change in the particulars given above which affect my eligibility for Children's Educational Allowance, I undertake to intimate the same promptly and also to refund excess payments if any made.

Name in block letter \_ Designation & Office.

Date

Place \_

of

Posting

(Strike out whatever is not applicable) Employer other than Central Govt. to be mentioned.

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**REIMBURSEMENT OF TUITION FEE**

1. Certified that the child/children mentioned below in respect of whom reimbursement of tuition fee is claimed is/are wholly dependent upon me.

Name Dale of School/ The place Class Monthly Amount

of the birth College where the in which educati- of allwance

child in which Government the onal claimed for

 studying servant child allowance the period

 location is is admi- from Jul to

 thereof residing study- ssible Feb...

 and res- ing Mar... to June,

 idence

1. 2. 3. 4. 5. 6. 7.

1.

2.

3.

 2. Certified that the tuition fees indicated against the child/each of the children had actually been paid by me (cash receipt/counter-foil of this Bank credit vouchers to be attached with the initial claim)

 3. Certified that:

(i) my wife/husband/is not a Central Government servant

(ii) my wife/husband is a Central Government servant but she/he will not claim reimbursement of tuition fee in respect of our child/children.

(iii) my wife/husband is employed with she/he is/is not en titled to reimbursement of tution fees in respect of our child/ children.

4. Certified that during the period covered by this claim, the child/children attended the school (s) regularly and did not absent himself/herself/themselves from the school (s) Without proper leave for a period of exceeding one month.

5. Certified that the child/children mentioned has/have not been studying in the same class for more than two years.

6. Certified that I or my wife/husband have/has claimed and will not claim the children's educational allowance in respect of the children mentioned above.

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 7. Certified that my child/ children in respect of whom reimbursement of tution fee is claimed is/ are studying the schools which is/are recognised school (s) (Not applicable to schools run by Central Government/State Government/Union Territory Administration / Municipal Corporation / Municipal Committee / Panchayat Samiti/Zila Parishad).

 8. In the event of any change in the particulars above which effect my eligibility for Reimbursement of Tuition Fees, I, understand to intimate the same promptly and also to refund excess payments, if any made.

(Signature of the Govt. Servant)

Name in block letters-Designation & Office

Dated

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HOSTEL SUBSIDY

(Name of the School and place)

. School

1.

2. 3. 4.

5.

Name of boarder

Name of parent

Class to which admitted

Date of admission in the hostel.

Period during the year for which the child would continue to stay in the hostel ,....

From

To

(a) (b) (c) (d)

Dated.

**(Strike out which is not applicable) Employer other than Central Government to be mentioned**

**HOSTEL SUBSIDY**

**1**. Certified that my child Shri/Kumari —

ted to hostel of the School on

attached)

-20

is

studying in

2.

Certified that

(a)

My wife/husband is / is not in Government service is/is not drawing Hostel Subsidy in respect of my child/children.

(b) the total number of children in respect of whom the hostel subsidy and children's educational allowance have been claimed does not exceed two.

3. I understand to inform my employer forthwith in the event of my withdrawing the child from the period and also in the event of there being any change in the Particulars mentioned earlier.

Dated

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**Annexure-VI**

Children Educational Allowance

*Subject:*

*Recommendations*

*of the V pay commission* -*Decisions relating to the grant of children Educational Assistance.*

The undersigned is directed to say that in pursuance of the decisions taken by the Government on the recommendations made by the Fifth Central Pay Commission in paras 113.6 of their report, regarding Children Educational Assistance to Central Employees, the President is pleased to decide that the following modifications in Central Civil Services (Educational Assistance) Orders, 1988 issued under this department's O.M.No.21011/21/88 -Esstt.(Allowances) dated 17-10-1988,read with O.M.No 12011 /4/88-Esstt.(AL) dated 31 -5-89, No. 12011 /2/83 Esstt.(AI) Dated 27-12-89, no 21011/2/88= Estt.(AL) dated 3-8-90 and O.M.No. 12013/1/90-Estt.(AL.) dated 8.5.92 shall be made :

a)

(b)

Educational assistance

Children Educational Allowances (Clauses 19 and 21 of the Orders)

Reimbersement of tuition Fee (clause 19 and 21 of the Orders)

Revised rate of payment/limit of Reimbursement of fee

Primary.Secondary, Hr.&Sr. Rs100 pm Secondary Classes(l to XII) Per child

 (a) Class I to X -Rs.40/pm

 (b) Class XI to Xll-Rs.50 p.m per child

 (c) Class I to XII in Rs 100 respect of PH and MR children.

(Science fee, if charged separately, will be reimburseable in addition to tuition fee in respect of children studying in class IX to XII and offering science subjects)

Rs.10P.M

(c)

Hostel Subsidy (clauses 22 of the Orders)

Primary, secondary, Higher Secondary & Sr.Secondary classes (I to XII)

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Rs 300/P.M per child

Clause 13 of the Central civil Service (Educational Assistance) Orders, 1988 shall be revised as follows:

"

If a Govt. Servant, is transfered from a station where there is no school of the requisite standard to a station where there is such school and if he was in reciept of the allowance at the former station in respect of any child, he shall continue to remain eligible for such allowance as long as the child continues to study in the same school."

Re-imbursement of Tution Fee in case of physically handicapped /mentally retarded child of a Govt servant shall be permitted even if the institution in which the child is studying is not recognised by the Central /State Govt. or Union Territory Administration, as the case may be.

2.

These orders shall be effective from 1st August, 1997.

3. The other conditions as laid down in the Central Civil Service (Educational Assistance) orders, 1988 and subsequent amendments /orders issued from time to time would continue to apply.

4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the comptroller and Auditor General of India.

5. Hindi version is enclosed.

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**ANNEXURE-VII**

**AWARD OF RETAIL OUTLET, 2/3 WHEELER OUTLET, KEROSENE LDO DEALERSHIPS**

**I. INTRODUCTION**

The oil Industry appoints its dealers/distributors through an advertisement in one "English Daily" and one "Regional Daily" having maximum circulation in the District(s) in which the Dealer-ship/Distributiorship is to be located.

**II. RESERVATIONS FOR DEALERSHIPS/DISTRIBUTORSHIPS**

For awarding these Dealarships/Distributorships presently the following percentage reservations under various categories are being adhered to:

a) Scheduled Castes/Scheduled Tribes (ST/ST) 25%

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b) Physically Handicapped Category (PH):

Physically Handicapped Government Personnel (Other than Defence Personnel) Disabled on Duty/Windows of govt.

Personnel (Other Than Defence Personnel) who die in the Course of Duty.

c) Defence Category (DEF);

i) Defence Personnel who are permanently and severly disabled either in war or on military duty during peace time

ii) Widows and motherless dependents of Defence Personnel whose husbands/ guardians are killed while on military duty either in war or peace. In the case of unmarried personnel (or widower without children) dying while on the duty.

iii) Extremely Deserving cases of Ex-servicemen who have limited means of Livelihood.

In *a\\* cases under the defence category a certificate issued by the DGR/Ministry of Defence has to be submitted for feing eligible.

 d) Freedom Fighters (FF) 5%

 e) Open 55%

 f) Within the "OPEN" category, Consumer Co-operative Societies will be given preference over Unemployed Graduates/Unemployed Engineering Graduates. Unemployed Gradu ates/Unemployed Engineering Gradutes will, however be given preference over other applicants.

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**Reservation of Dealerships in Tribal Areas in North Eastern States**

In view of the fact that the majority population in Arunachal Pradesh, Meghalaya, Nagaland and Mizoram belong to the Scheduled Tribes, the percentage reservation of dealerships etc. for Scheduled Tribes in these States is to be in line with the ST population percentage (rounded to the nearest ten) and the same is as under:

State

Percentage dealership to be awarded to ST

Percentage to OPEN category

Arunachal Pradesh 70

Meghalaya 80

Nagaland 80

Mizoram 90

30 20 20

10

Note:

Marketing Plans, based on 100-Point formula as are proposed on a rolling basis to ensure reservation percentages in respect of all categories for each State /Union Territory.

In case any de-reservation is necessitated in a particular year, the necessary adjustment would be made in the subsequent Marketing Plan by converting the equivalent number of locations under "OTHERS" category into the concerned social objective category.

**III. ELIGIBILITY CRITERIA**

**1.** Nationality Indian Nationals.

¦

2. Age on the date of application

(i) For SC/ST, PH, DEF and OPEN Categories Minimum 21 Years Maximum 50 Years

(ii) Freedom Fighter No age limit

Educational Qualifications

(i) For SC/ST, PH, DEF and OPEN categories Matriculation or recognised equivalent (ii) For 'FF' Not applicable

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4. Residence

(i) For SC/ST *&* PH categories :

Residents of adjoining districts as mentioned in the advertisement can also apply. However, other things being equal, preference will be given to candidates belonging to the district in which the proposed dealership / distributorship is to be locatd.

(ii) For FF and OPEN categories :

A resident of the concerned district alone can apply.

(iii) For other than" PHYSICALLY HANDICAPPED" candidates in "PH" categories and DEF category Resident of any district in the State can apply.

5. SC/ST Certificates

Proper documentary evidence regarding the caste/tribe pertaining to the particular state should be produced as required in the application form.

6. Eligibility for Freedom Fighters

Persons applying for dealership/distributorship under this category should produce a certificate orTamrapetra or an attested copy of the pension payment order issued by the Accountant General in pursuance of the sanction letter, from the Ministry of Home Affairs, Government of India, of their having been Freedom Fighters.

7. Eligibility for PH/Govt. personnel disabled on duty (other than defence personnl/widows of Govt. personnel (Other than Defence personnel) who die in the course of duty.

A *PHYSICALLY HANDICAPPED:*

**(a)**

(b) (c)

Persons applying for deeJership/distributorship under "PH" category should produce a certificate from Civil Surgeon/Chief Medical Officer or Superintendent of a Government Hospital that he/she is orthopedically handicapped to the extent of minimum 40% permanent/partial diability of either upper or lower limbs or 50% permanent /partial disability of both upper and lower limbs together.

Totally blind persons are also eligble to apply under this category for Retail Outlet/ Kerosene/LDO dealership. They are, however, not eligible for LPG distributorship

"Partially Hearing Handicapped" candidates are also eligible.

*B. OTHER THAN PHYSICALLY HANDICAPPED UNDER PH CATEGORY:*

Personnel of Para Military Forces Disabled on Duty/Widows of Personnel of Para Militry Forces who die in the course of Duty.

Government (Central /State) personnel who die in the course of duty would cover only personnel of the Paramilitry Forces (namely BSF/CISE/ITBP and Police Force including Railway Protection Forces and Special Reserve Police/Special Armed Police. It also includes Customs and Central Excise personnel who die on patrol duty only.

The candidate should attach a copy of relevant certificate from the Govt. Dept. concerned Signed by an Officer not below the rank of Dy. Secretary.

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8. Relationship **(Applicable for All** Categories)

(fa) No person shall be awarded a new Dealership/Distributorship if any of the followino close

*SSS^SS^SW thn-r°n* 3lready h°'d a ^rship/^^uto\*:^ LPG/ Kerosens/LDO/HSD/MS/Lubnnating OH or any other petroleum products of any Oil Company.

For other than Physically Handicapped candidates in "PH" category.

*For "PH" candidates only*

*FF, DEF, SEC/STand OPEN*

(i) (ii)

(iii)

Spouse

Father/Mother/ Step Father/ Step Mother/

Son/Daughterin-law Step Son

(i) Spouse

(ii) Father/Mother Step Father/ Step Mother/

(iii) Borther/Sister/ Step Brother/ Step Sister

(iv) Son/Daughter/ Step Son/Step Daughter

(v) Son-in-law

Daughter-in-law

(vi) Parents-in-law

**9. Income (for all categories)**

The candidate's income should not be more than Rs. 50,000/-per annum The income for

 10. Partmembership

 11. Registered Consumer Co-operative Societies

a) For "Reserved Categories" (Social Objective Categories) Member of the Consumer m

 12. Totally paralysed and mentally unsound persons applying under any category will not be eligible.

 13. Public Sector nationalised Bank and Indian scheduled Commercial banks in the private Sector will consider advancing loans at reasonable terms to dealers/distributors selected under the Social Objective Categories.

14. A.

Scheme for Providing Financing Assistance to SC/ST Category Distributorships.

RETAIL OUTLETS (PETROL/DIESEL OUTLETS)

The Oil compaines will make provision for the following facilities to such allottees:

 (a) Land and its development (e)

 (b) Sales room (f)

 (c) Driverway (G)

(d) Compund well/barbed wire fencing

Culerts/hume pipes

Air facility

Storage tank and Pump

b.

SKO-LDO DEALERSHIPS (KEROSENE & LIGHT DIESEL OIL)

The Oil Companies will make provision for Kerosene outlet with the following facilities to be provided by them:

 (a) Land and its development

 (b) Office building

 (c) Compound wall/barbed wire forcing

 (d) Storage tank and pump

C. LPG DISTRIBUTORSHIPS

The Oil Companies will make provision for the following facilites to such alloottees:

(a) (b) (c)

A Completed LPG -Godown

Show-Room

Required delivery system

Working capital for Retail Outlets/SKO-LDO Dealerships & Distributorships.

Oil Company will also provide to the selected candidates under SC/ST Category working capital for the operation of the Dealerships/Distributorships. Both the working capital as well as 11% per annum interest thereon will be recovered in 100 equal monthly instalments from the 13th month of commissioningofthe Dealership/Distributiorship.

**IV.**

**APPLICATION FORMS**

Standard formats, as applicable to various categories, can be obtained from the Divisional/Regional/Area Office of the concerned oil company as per the advertisements.

**V, SELECTION PROCEDURE**

*1. Constitution of Seclection Boards*

Selection of Dealers/Distributiors of Oil Companies is being made by the duty Consitituted Selection Boards.

The Board consists of:

 (a) A retired judge of a High Court -Chairman

 (b) A representative of SC/S77 -Member

 (c) A Prominent Public Figure -Member

*2. Screeening of Applications/Interviews*

Applications of all candidates, on receipt from the Divisional Regional/Area Offices of the concerned oil company, are screened by the Secletion Boards for final decision regarding eligibility/inteligibility of the candidates. The Selection Boards, thereafter, issue call letters to all eligible' candidates giving adequate notice (generally 15 days) to appear before them for the interview.

*3. Norms for Evaluation of Candidates*

At the time of interview, the inter-se evaluation of the candidates belonging to the specified category would be made by the Selection Boards taking into account the following factors: (i) Business ability (ii) Salesmanship

(iii) Capability to provide the required facilites within the stipulated period \*\* (iv) Capacity to arrange finance (vii) General Assessment

Inadequacy of personal finance would not be a ground for disqualification if the candidate is otherwise found suitable.

*4. Selection of Dealers/Distibutors*

 (a) The Oil Selection Board shall recommend to the Oil Companies a Panel of two names, in order of merit, immediately after the interviews for a particular dealership/distributorship are over.

 (b) On reciept of the Merit Panel from the Selection Board, the concerned oil company will take necessary action for issuing the Letter of intent to the candidate empanelled at serial No. in order of merit.

*5. Commissioning of the Dealership/Distibutorship*

A person who has been given the "Letter of Intent" would be required to fulfil the conditions, as contained therein viz. arrangement of finance, suitable land, show-room, etc.(Not applicable for SC/ST Category dealerships/distributorships) within a period of four months, so as to enable him/her to commission the dealership/distributorship within the stipulated time period.

Issued in Public interest by:

Indian Oil Corporation Limited

(Marketing Division and Assam Oil Division)

Hindustan Petroleum Corporation Litmited

Bharat Pertoleum Corporation Limited

IBP Co. Limited.

Policy Guidelines For Secletion of Dealers and Distributors

"The requirement will not apply to SC/ST Category dealership/distributorship.

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ANNEXUREVHI

NO. 39016/24/80-Estt **(C)**

**Government of India**

**Ministry of Home Affairs**

**Oeptt, of Personnel** & A.R.

OFFICE MEMORANDUM

*Subject: - Reservation of vacancies for the Physically Handicapped persons in Group 'C'and V posts/services under the Central Government.*

The undersigned is directed to refer to this Department O.M. No. 3916/6/77-Estt (C) dated the 4th November, 1977 which provides the reservations in Group 'C and 'D' posts/services for the physically handicapped persons to the extent indicated below:

Category of the Handicapped

 (1) The Blind

 (2) The Deaf

 (3) The Orthopaedically Handicapped

 % of reservation

1% 1% 1%

 2. For proper implementation of the above decision it was requested vide this Department O.M. No. 14016/3/79-Estt (D) dated 21 st May, 1979, that while notifiying vacancies to the Employ ment Exchange, it should be clearly indicated in the requisition whether or not the vacancies are reserved for Physically handicapped persons or other reserved categories. Even if a vacancy is unreserved, it should be specifically stated in the requisition.

 3. It has been brought to the notice of this Department that the Ministries/Departments are not implementing the said orders with the result that the physically handicapped persons, particu larly the blind are not getting jobs in the central Government. In this connection it may be pointed out that the Prime Minister has also shown concern over the unsatisfactory employment situation of the physically handicapped persons and has/desired that their placement should be stepped up.

 4. The Ministry of Finance etc. are therefore, requested that they may issue necessary instructions to all the appointing authorities under their control to the vigorous steps to provide jobs to the physically handicapped perons to the extent of reservations prescribed for these categories.

sd/-

(B.S.

Nim) Deputy Secretary to the Government of India

To All Ministries/Departments of the Government of India (including all attached and subordinate offices of the Ministry of Home Affairs & Department of Personnel and A.R.

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ANNEXUREIX(A)

**No: 3%16/20/80-Estt (C)**

**Government of India Minitstry of Home Affairs** Deptt. **of Personnel** & **A.R.**

New Delhi, the 30th December 1980

**OFFICE MEMORANDUM**

*Subject:* - *Reservation on vacancies for the physically handicappey persons in Group 'C and V posts under the Central Government.*

The undersigned is directed to refer to the Department of Personnel & A.R. O.M. No.39016/ 6/77-Estt (C), dated the 4th November, 1977 regarding reservations for the physically handicapped persons in Group 'C and Group 'D' posts to the extent indicated as below:

Category of the Handicapped % of reservation

 (1) The Blind 1%

 (2) The Deaf 1%

 (3) The Orthopaedically Handicapped 1 %

 2. The question of prescribing a roster for giving effect to the reservations for the physically handicapped persons has been considered. It has been decided that a continuous account of the vacancies arising in Group 'C and Group 'D' posts from year to year may be kept. Thus the 34th vacancy occurring in a particular recrcuitment year would be earmaked for the Blind, similarly, the 67th vacancy and 100th vacancy would be reserved for the Deaf and the Orthopaedically handicapped respectively in a cycle of 100 vacancies. In case any of these vacancies happens to be reserved for the Scheduled Caste and Scheduled Tribe or Ex-servicemen the next clearly avail able vacancy should be reserved for the physically handicapped persons.

 3. As already provided in O.M. of 4th November, 1977 referred to above, inter-se exchange of vacancies is permissible if candidates belonging to the particular category of persons are not available or if the nature of vacancy should be reserved for the physically handicapped persons.

 4. It has also been provided in the said O.M. that if in any year, the vacancies reserved for these categories are not filled, the reservations should be carried over for a period of upto two recruitment years. It has now been decided that the reservations should be carried over for a period of upto three recruitment years instead of two years as at present. Any recruitment of the physically handicapped candidates will first be counted against the additional quota brought for ward from previous years, if any, in their chronological order. If such candidates are not available for all the vacancies, the older vacancies carried forward should be filled first and the compara tively later vacancies carried forward should be further carried forward.

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 5. The physically handicapped persons are entitled to relxation of upper age limit upto 10 years for purpose of appointment to Group 'C and Group 'D' posts vide this Department's O.M. No. 15012/6/77-Estt (D) dated the 28.1.78 and 18.7.78.

 6. As the Minsitry of Finance etc. are aware the Recruitment Rules for every post have a Saving Clause which provides that nothing in these Rules shall effect reservations, relaxation of age limit and other concessions required to be provided for all special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

 7. Instructions already exist regarding medical examination of Physcially handicapped persons according to which cases of physically handicapped person are to be viewed with the ut most sympathy for medical examination. On nomination by Employment Exchange physically handicapped persons should not be subjected to the usual mediical examination on first appointment and the question should be decided on the basis of the reports of the Medical Board at tached to the special Employment Exhanges for the Physically handicapped.

 8. It is also brought to the notice of the Ministry of Finance etc.That according to the instructions contained in this Deparment's O.M. No. 14034/1 /80-Estt (D), dated the 30th October, 1980 a Group 'C or a Group 'D' employees found medically unfit for the post he is holding and from which he is proposed to be discharged or has been discharged may, wherever practicable, be considered for another identical/equivalent post for which he may be found suitable against direct recruitment quota without insisting on the condition of appointment through the Employment Exchage/SSC. For this purpose, his previous service under Central Government should be de ducted from his actual age and if the resultant age does not exceed the prescribed maximum age limit by more than three years, should be deemed to satisfy the condition of upper age limit for appointment to the post in question under the Central Government. Further, in the case of Gov ernment servant retired on medical grounds, his son/daughter/near relative can be considered for appointment on compassionate ground if the family of the Govt. servant is in great distress after his premanture retirement vide para 6 of this Department's O.M.No. 14014/1 /77-Estt (D) dated the 25the November, 1978.

 9. Ministry of Finance etc. are requested to bring these instructions to the notice of all appointing authorities under them.

 10. Hindi version will follow.

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ANNEXUREIX(B)

**No. 36035/17/85-Estt (SET)**

**Government of India**

**Ministry of Personnel, P.C. & Pensions**

**Department of Personnel & Training**

New Delhi, the 1st April, 86

**OFFICE MEMORANDUM**

*Subject: - Reservation for the physically handicapped persons in Group 'C & Group V posts/services under the Central Government.*

The undersigned is directed to refer to the Department of Personnel & A.R. Office Memeorandum No. 39016/6/77/-Estt (C) dated 4.11.77 read with O.M. No.36035/1483-Estt (SET) dated 20.1.84, on the subject mentioned above and to say that the question whether the 3% reservation for the physically handicapped is to be computed on the basis of vacancies occurring only in the Group 'C and Group 'D' posts which have been identified as suitable for the physically handicapped persons or on the basis of the total vacancies occurring in all Group 'c' and Group 'D' posts respectively has been reconsidered in the context of the need for speedy rehabilitation of the physically handicapped. It has now been decided that with effect from 1.1.1986, the 3% reservation for the physically handicapped in Group'C and Group 'D'posts shall be computed on the basis of total number of vacancies occurring in all Group 'C and Group 'D' posts respectively under each Head of Department in a Ministry/Department/Office, although the recruitment of the handicapped would be only in the posts identified to be suitable for them, subject to the overall ceiling of 50% reservation in that post as laid down by the Supreme Court.

2. As 3% reservation shall now have to be computed on the basis of vacancies occurring in both the identified and non-identified Group 'C and group 'D'posts, and since there are no re served points for the physically handicapped in the roster for non-identified posts, the instructions laid down in this Department's Office Memorandum No. 39016/20/80-Estt (C) dated 27th March, 1981, O.M. No 36035/14/83-Estt (SET) dated 20th January, 1984 and O.M. No 36035/14/84-Estt (SET) dated 10th September, 1984 for effecting and carrying forward the reservation for various categories of physically handicapped, through fixed points on the rosters, shall be deemed to have been withdrawn with immedidate effect. Consequently, the 3% reservation for the physically handicapped shall now be computed in the manner laid down as under.

3. in the beginning of each year, every appointing authority shall assess the number of vacancies, actual as well as anucpated, for making direct recruitment to the various posts/ser vices under its adminisrative control. These vacancies shall be plotted on the separate rosters being maintained for different grades/cadres in each office of the appointing authority for giving effect to reservations for Scheduled Castes/Tribes. In the case of such vacancies occurring in posts identified as suitable for one or more of the categories of the handicapped, the appointing authority shall also work out the number of vacancies which could be reserved for the physically handicapped, after accommodating fresh and the carried forward reservation of Scheduled

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Castes/Tribes, within the 50% ceriling as laid down by the Supreme court. This exercise shall be completed within the month of January itself and the appointing authority shall send a report . to the Head of the Department by 31 st January of each year intimating the following details about the vacancies available with it.

(i) total number of vacancies available and required to be filled by direct recruitment, specifying (a) name of the post; and (b) Groups to which it belongs (Group C or D)

(ii) whether the post has been identified as suitable for the physically handicapped; and if so, for which sub-categories; and

(iii) in case of identified posts, the number of vacancies out of (i) above, which could be reserved for the physically handicapped after adjusting the fresh and carried forward reservations for SC/ST within the 50% ceiling.

If after this exercise in January, more vacancies come up during, the recruitment years, they will also be reported to the Head of Department by each appointing authority as and when they occur so that the latter is in a position to reassess the computation of the reservation required to be made for the physically handicapped on a macro-basis. If it is less on account of some anticipated vacancies not materialising, that also may likewise be reported to the Head of the Department so as to enable him to make necessary adjustment at his level.

4. All heads of Departments shall maintain a separate 100 point Register for this purpose, in which each cycle of 100 points shall be divided into three blocks, comprising the follwing points:

1st Block -point No. 1 to point No. 33 2nd Block -Point No. 34 to point No 67 3rd Block -Point No. 68 to point No. 100

All the vacancies so reported by the different appointing authorities will be entered in this Register for each group of posts (Group C or D). The account shall be maintained on year to year basis separately for Group 'C and Group 'D' posts/services and will be closed on the 31 st December of each year. For each Block of vacancies, there shall be reserved one vacancy for the physically handicapped in posts/grade identified as suitable for one or more of the categories of the physically handicapped. After computing all the vacanies and determining the reservationfor the handicapped, blockwise, in the manner indicated above, the Head of Department will be required to distribute these reserved vacancies for the handicapped among different appointing authorities in the light of availability of vacancies in the identified categories under the various appointing authorities. Care should also be taken that 3% reservation for physically handicapped is, as far as possible, distributed equally among the three sub-categories i.e. the Blind, the Deaf and the Orthopaedically Handicapped, consistent with the appropriate identification. If the number of vacancies is such as to cover only one block or two, discretion as to which category of the handicapped should be accommodated first should vest in the Head of Department, who should decide on the basis of the nature of the post, the level of representation of the specific handicapped category in the concerned grade/post etc.ln the event of the reservation not being utilised in the same block in which it fell due, it shall be carried forward to the next block or blocks as the case may be in the same year. In such exigencies where the reservation could not be utilised in any of the blocks during the year, the same shall be carried forward in the subsequent three recruitment years at the end of which the reservation shall be deemed to have lapsed Mutual exchange in the event of non-availability of specific handicapped category would be permissible according to the instructions contained in the Department's O.M. No.39016/6/77-Estt (C) dated 4.11.77 and O.M. No. 39016/20/80-Estt (C) dated 30.12.80.

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 5. After the reservation for the physically handicapped has been computed in the above manner, the Head of the Department shall inform the appointing authority of the specific category of handicapped who should be appointed in an identified post or grade, against the total distrib uted vacancies for each appointing authority. The appointing authority shall take on all the vacan cies in the respective 40 point/100 point rosters being maintained for effecting reservation for Scheduled Castes/Scheduled Tribes for posts under its control. In the rosters for the posts iden tified as suitable for the physically handicapped, and in which vacancies are proposed to be reserved for this category as per the computation made and intimated by the Head of the Depart ment, such number of vacancies to that extent required shall be reserved for the physically handing capped after adjusting the fresh and carry forward reservation for SIS/STs but subject to the overall 50% ceiling as laid down by the Supreme Court.

 6. After the appointment has been made against such a reserved vacancy for handicapped, the appointing authority shall furnish a compliance report to the Head of Department to facilitate the later in assessing the quantum of carry forward as indicated in para 4 above in case of non availability of physically handicapped candidates to fill up the vacancies reserved for them. In case, any of the reserved vacancies for physically handicapped is filled by the appointment of a person from any of the sub-categories, the reservation would be deemed to have been utilised in pursuance of the principle of inter-se exchange.

 7. For the year 1986 the procedure laid down in the previous paragraphs may be followed immediately as if the assessment of vacancies is being made in the beginning of 1986 taking into account the vacancies including those which have arisen in 1986 and already filled up. The ap pointments of handicapped persons already made in accordance with the roster points as per instructions contained in para 5 of this O.M.

8. Ministry of Finance etc. are requested to bring the above instructions to the notice of all the Heads of Departments and appointing authorities under their control for necessary compliance and also ensure that the reservation as provided in the above manner, is effectively monitored to cut down on all possible delays.

Sd/

(BATA

K. DEY) DIRfcCTOR (JCA)

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**Annexure IX(C)**

**No.36035/14/95-Estt.(Res)**

**Government of India Ministry of Personnel, Public Grievances**

**and Pensions Department of Personnel and Training**

**OFFICE MEMORANDUM**

*Subject: - Reservation for the physically handicapped persons in various posts/services under Government -Consolidated Instructions regarding*

Clarifications

have been sought by various Ministries/Departments in the manner in which the vacancies reserved for the physically handicapped persons is to be calculated for providing reservation to them and their adjustment in the various reservation roster. The instructions so far issued on the subject have, therefore, been consolidated. The Ministry of Finance are requested to bring to the notice to all administrative Ministries concerned the contents of this O.M.

**1. APPLICATION**

1.1. Reservation is available to physically handicapped persons as listed below in appointment to Group C and D posts/services under Government filled through direct recruitment to the extent of 3% as indicated against each:-

Category

 % of reservation

The Blind 1%

The Deaf 1%

The Orthopaedically handicapped 1%

1.2 Though there is no reservation available for physically handicapped persons in Group A and B posts/services, preference is to be given to these categories at the time of recruitment to the identified posts.

1.3 The categorisation of the physically handicdapped persons for purposes of reservations in employment will be on the basis of definition furnished in the Annexure I of this Office Memorandum. Detailed guidelines have been issued vide Ministry of Welfare Notification No.4-2/83-HW III dated 6th August, 1986.

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 1.4 The reservation of posts should be made separatly for each of the aforesaid three categories of the physically handicapped persons but provision may be made for inter-se exchange of vacancies if candidates belonging to a category of persons are not available or if the nature of vacancies in an office is such that a given category of persons cannot be employed. If, in any year, the vacancies reserved for these categoties are not failed the reservations should be car ried over for a period of three recruitment years after which the reservation will automatically lapse.

 1.5 Where a Department considered that it is not possible to provide for the physically handicappe to the extent of the reservations in view of the nature of duties expected to be per formed by the employees in any particular Department, that Department could be exempted from the reservation orders. The grant of such exemption shall be decided by an inter-Departmental Committee consisting of representatives of Ithe Ministsry of Welfare, Department of Personnel and Training, Department concerned.

**2. IDENTIFICATION OF POSTS**

An Expert Committee was setup by the Ministry of Welfare under the Chairmanship of Shri M.C.Narsimhan to identify the jobs which can be performed by various categories of physically handicapped persons without loss of productivity. The Committee made in an depth study of the various jobs done in Government offices as well as Public Sector Undertakings and identified 1100 titles under Group C and D as suitable for the handicapped person alongwith the physical requirements for all these jobs, The Committee also identified keeping in view the physical requirement and functional classification of disability 416 posts in Group A & B in which preference will be given to physically handicapped perosn in the matter of recruitment. The list of these post in avilable in the Report of the Committee on identification of jobs submitted in 1986.

**3. CALCULATION OF THE NUMBER OFVACANCIES:**

Although the recruitment of physically handicaped persons would be only against posts identified as suitable for them, while computing the vacancies to which the reservation would apply, the total number of vacancies occuring in the said Group would be taken into account i.e. the 3% shall have to be computed on the basis of vacancies occuring in both the identified and non-identified posts in Group C and Group D.

3.2 All Heads of Departments shall maintain a separate 100 point REGISTER for this purpose, in which each cycle of 100 points shall be divided into three blocks, comprising the following points.

1 st Block - point No. 1 to point No. 33

2nd Block - point No. 34 to Point No. 67

3rd Block - point No. 68 to point No. 100

All the vacancies reported by the different appointing authorities will be entered in this Register for each Group of post (Group C or D). The account shall be maintained on year to year basis seperately for Group C and Group D posts/services and will be closed annually. For each Block of vacancies, there shall be reserved one vacancy for the physically handicapped in post/ grades identified as suitable for one or more of the categories of the physically handicapped i.e. when there are 33 vacancies in a Group, one vacancy is to be reserved for the physically handicapped. After computing all the vacancies and determining the reservation for the handicapped, blockwise, in the manner indicated above, the Head of the Department will be re-nuired to distribute these reserved vacancies for the handicapped among different appointing

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authoriites in the light of avilability of vacancies, in the identified categories under the various appointing authorities. Care should also be taken that 3% reservation for physically handicapped is, as far as possible, distributed equally among the three sub-categories i.e. the blind, the deaf and the appropriate identification. If the number of vacancies is such as to cover only one block or two, discretion as to which category of the handicapped should be accomodated first should vest in the Head of the Department. He will decide this on the basis of the nature of the post, the level of representation of the specific handicapped category in the concerned grade/post and the availability of candidate of a particular handicapped category, in so far as that can be ascertained.

3.4 In the event of the reservation not being utilised in the same block in which it fell due, it shall be carried forward to the next block or blocks as the case may be in the same year. In such exigencies where the reservation could not be carried forward in the subsequent three recruit ment years at the end of which the reservation shall be deemed to have lapsed.

3.5 Mutual exchange in the event of non-avilability of specific handicapped category is permissible.

TO ILLUSTRATE:

In an organisation, the following vacancies in Group C in various categories of posts, as indicated against each, are to be filled :

Clerks

 40

Steno Gr. D 20

Staff Car Driver 15

Sc. Assistant 35

Research Asstt. 15

Lab Assistanct 10

Total No. of posts : 135

Out of these posts, only Clerks, Steno Gr. D and Laboratory assistant in the organisation are identified as fit to be manned by the physically handicapped candidates, whereas the other categories are not identified. Both the Clerks and Steno Grade D are identified as suitable for Orthopaedically Handicapped (One arm, one leg) and blind and partially blind; whereas the post of Laboratory assistant is identified for Orthopaedically handicapped (one arm, one leg) and deaf and partially deaf. In the prsent case, while working out the reservation for the physically handicapped, the total number of vacancies of 135 has to be taken into account (though the vacancies in the identified post are only 70). Accordingly, the number of vacancies reserved for the physically handicapped candidates would be 4. These vacancies wouyld be distributed amongst the identified posts of Clerk, Steno Gr. D and Laboratory Assistant. The reservation points the physically handicapped will utilise will be on the rosters of these identified posts. This has been amplified in para 3.8 while distributing the vacancies among various categories of posts identified for physically Handicdapped candidates, the Head of department may ensure that this reservation is distributed equally among the three sub-categories of blind, deaf and orthopaedically handicapped consistent with appropriate identification for the posts. In this case, since the post of Lab. Assistant is identified for Deaf and partially deaf also, the reservation for deaf can be utilised against this post and the remaining vacancies can be distributed between Clerks and Steno Grade D.

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 3.6 The reservation worked out as above may be reported to the recruiting agency while making recruitment to the identified posts.

 3.7 The manner in which the physically handicapped persons so selected, are to be adjusted is as under.

3:8 Reservation for SC/ST/OBCs may be called vertical reservation and the reservation for physically handicapped persons as horizontal reservation. Horizontal reservations cut across vertical reservation (in what is called interlocking reservation) and the persons selected against the physically handicapped quota have to be placed in the appropriate category; if he belongs to SC category, he will be placed in that quota and will utilise an SC Roster point and similarly if he belongs to General category, he will be placed in that category and will utilise a general category poster point. Similarly, if he belongs to OBC or ST category, he will utilise an OBC or an ST roster point.

FOR EXAMPLE: If in a given year there are 200 Group C vacanies, the reservation for SCs will be 30, for STs it will be 15, for OBCs it will be 54 and for General Category it will be 101. The vacancies reserved for physically handicapped will be calculated as per the procedure enumerated in para 3.3 above. The Vacancies for the physically handicapped that year will come to six and these will have to be distributed among the Visually handicapped, the Orthopaedically Handicapped and the Hearing handicapped as explained in para 1.1 Once these six candidates are selected against the identified posts and it is seen that one belongs to the SC category, one to the ST category, two to the OBC category and two to the General category, then the one physically handicapped SC candidate will be adjusted against the 30 SC vacancies, the one physically handicapped ST candidate will be adjusted against the 15 ST vacancies, the two physically handicapped OBC candidates against the 54 OBC vacancies and two physically handicapped candidate against the 101 general category vacancies respectively. In other words, the appointment is to be made on the basis of the physical handicap and the adjustment in the roster is to be made according to the category to which the person belongs.

4. It will be seen that considerable flexibility is available to the Head of the Department in the matter of recruitment of physically handicapped against the posts reserved for them. It is for the Head of the Department to decide the category of persons who are to be adjusted and the identified vacant posts against which they are to be adjusted. It is, therefore, requested that the Heads of Departments should make special efforts to ensure that the vacancies reserved for the physically handicapped are worked out correctly and complete utilisation of the reservation meant for the physically handicapped is effected.

**5. RELAXATIONS AND CONCESSIONS FOR THE PHYSICALLY HANDICAPPED**

The relaxations and concesions which have been extended to the physically handicapped are listed below for ready reference.

a Age relaxation upto 10 Years for appointment to Group C andD posts filled through the Employment Exchange and Staff Selection Commission. (O.M.No.15012/6/77-Estt (D) dated 28.1.78 & 18.7.78)

b. Relaxation of age upto 5 Years for Appointment to Gr. A and B posts/ services except where recruitment is made through open competitive exam. (O.M.No.15012/15/92-Estt (D) dated 27.7.95)

c. Relaxation of standards, wherever necessary, to make up the deficiency in the reserved quota of the vacancies.

(O.M.No.14016/1/85-Estt (SET) dated 4.9.85)

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d. Exemption from payment of examination and application fee prescribed in respect of competitive examinations, and selection held by the UPSC and SSC for recruitment to Group B (non-gazetted) and Group posts.

(O.M.No.39022/1/85-Estt (B) dated 3.12.85)

e. Such of the physcially handicapped persons, who are otherwise qualified to hold clerical posts and who are certified as being unable to type by the Medical Board attached to the Special Employment Exchange for the Handicapped should be exempted from passing the typing test.

(O.M.No.15/3/61-Estt (D) dated 23.12.61)

f. 10% of the basic pay subject to a maximum of Rs.100/-P.M. is admissible to Orthopaedically Handicapped persons with 40% permanent disability in either the upper or lower limbs and 50% permanent partial disability in upper and lower limbs together and visually handicapped persons.

(O.M.No. 19029/1 /89-E. IV dated 12.9.89)

The Ministry of Finance etc., are requested to bring the contents of this O.M. to the notice of the office under their administrative control.

(Mrs. Bhavani Thyagarajan) Director (JCA)

To

 1. All Ministries/Departments of the Govt. of India

 2. Union Territory/Administrations

Definitions of the categories of the handicapped for the purposes of reservation in employment.

**THE BLIND**

The blind are those who suffer from either of the following conditions:-

 (a) Total

absence of sight;

 (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses:

 (c) Limitation of the field of vision susbtending an angle of 20 degrees or worse.

**THE DEAF**

The Deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear understand sounds at all events with amplified speach. The cases included in this category will be those having hearing loss more than 90 decibles in the better ear (Profound impairment) ortotal loss of hearing in both ears.

**THE ORTHOPAEDICALLY HANDICAPPED:**

The Orthopaedically handicapped are those who have a physically defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.

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**Annexure IX(D)**

**No.36035/16/91 -Estt(SCT)**

**Government of India**

**Department of personnel and Training**

**Ministry of Personnel, Public Grievances & Pension**

New Delhi 110001. the 18th Feb. 1997

**OFFICE MEMORANDUM**

*Subject: - Reservation of the physically handicapped persons in Group A and B posts/ services under the Central Government.*

The undersigned is directed to state that Section 33 of the Persons with Disabilities (Equal Opprtunities, Protection of Rights and Full Participation) Act, 1995 provides that Government shall appoint in every establishment such percentage of vacancies not less than 3% for persons or class of persons with disability of which 1 % each shall be reserved for persons suffering from

(i) blindness or low vision; (ii) hearing impairment;

(iii) locomotor disability or cerebral palsy, in the posts identified for each disability.

 2. With the enactment of this law, the reservation to Physically Handicapped stood extended to identified Group A & B posts filled through Direct Recruitment.

 3. For effecting the reservation for Physcially Handicapped in Group A & B posts, a separate register of 100 points will be maintained in each identified post filled through Direct Recruitment in which point No. 33, 67 and 100 will be reserved for Physically Handicapped. Each Head of Department may start the point No. 33 with any category of disability. However, it must be ensured that there is proper rotation of reservation among the categories of disabilities if the post is iden tified for more than one category of disability. The physically Handicapped persons appointed under reservation provided for them as per the point in the above mentioned register should be placed in appropriate category, viz. SC/ST/General candidates depending upon the category to which they belong in the reservation roster. This is because the utilisation of the reservation point will be in accordance with the principles of interlocking of vertical and horizontal reservation laid down in the Supreme Court Judgement in Indira Sawhney's case (W.P. No. 930 of 1990). The reservation for SC/ST/OBCs, which is additive, is called vertical reservation and the reservation for physically Handicapped persons is termed as Horizontal reservation. The horizontal reserva tion cuts across the vertical reservation (what is called inter-locking reservation) and the person selected against the physically Handicapped quota will have to be placed in the appropriate category i.e. if he belongs to SC category he will be placed in that quota by making necessary adjustment and similarly, if he belongs to open competition category he will be placed in that Category.

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4. It may also be mentioned that with a view to properly identifying the Group A & B posts considered suitable for reservation, and also to review the identification done in 1986, (vide this Department's O.M. No.36034/4/86-Estt.(SCT) dated 25.11.1996) in the light of subsequent expe rience, an Expert Committee is proposed to be set up shortly. Orders on this will follow.

5. All the Ministries/Department's are requested to bring the above instructions to the notice of all the Heads of Department and appointing authorties under their control for necessary com pliance.

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To

1. All Minitries/Departments of the Government of India.

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**ANNEXUREia(E)**

GOVERNMENT

OF INDIA MINISTRY OFPERSONNELPUBLICGRIEVANCES AND PENSIONS

DEPARTMENT OF PERSONNEL & TRAINING NEW DELHI

*Subject:*

*Reservation*

*for the physically handicapped personsin Group A and B posts/ services under the Central Govt,*

The undersigned is directed to invite attention to this Department's O.M. No. 36035/16/91 -Estt. (SET) dated 18.2.97 on the above subject and to say that it has been represented before the Government that the earmarking of points No. 33,67 & 100 in the prescribed register for reservation for the physically handicapped would mean that the physicafiy handicapped candidates may have to wait for a long time to get their turn for promotion. The suggestion has been considered and it. has now been decided, in partial modification of the O.M. cited above, that the points number 1, 34 & 67 in cycle of 100 vacancies in the 100 point register may be earmarked for reservation for physically handicapped. The other instructions contained in the afore said O.M. remain unchanged.

(Y.G, Parande)

To

1. All Ministries/Departments of te Government of India.

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**ANNEXUREX**

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Copy of the Department of Personnel & A.R. Office Memorandum No. 3901 P'n ""u-Estt (C) dated 8,12.80.,

OFFICE MEMORANDUM

*Subject:-Reservation of vacancies for the physically handicapped persons in Group 'C Group 'D' posts/services under the Central Government-identification of jobs for the physically handicapped persons.*

The undersigned is directed to refer to this Department's O.M. No. 39016/6/77-Estt. (C) dated the 4th November, 1977 prescribing reservation of vacancies for the physically handicapped persons in Group 'C and Group 'D' posts/services at the rate of 1 % each for the blind, the deaf and the orthopaedically handicapped. It was also required that in order to implement these reservation orders the jobs which can be performed by various categories of physically handicapped persons without loss of productivity, should be identified by the Ministries/Departments.

2. As per the information collected from various Ministries/Departments, the occupational information Unit of the DGE&T has prepared a consolidated list of job Group C and Group D posts suitable for each of the categories i.e. the blind, the deaf and the orthopaedically handing capped. The list of such jobs is circulated to all the Ministries Departments for information and guidance. It is felt that this would help the Ministries in appointing physically handicapped per sons against the 3% quota fixed by the Government for these persons.

3. Hindi version will follow.

Sd/

(B.S.Nim)

Deputy Secretary to the Government of India

To

All Ministries/Departments of the Govt.of India etc.

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**GROUP C AND D SUITABLE FOR THE PHYSICALLY HANDICAPPED**

*Category of handicapped*

*Occupation*

**(I) (a) (I)**

(ii)

ORTHOPAEDICALLY HANDICAPPED

Upper Extremeties Major Defects

Accounts Clerks (U) Clerks.Superintendents (U) Proof Readers (U) Receptionist Stamp Vendors (Postal), Watermen

Caretakers(A), Chowkidars (A),Copy holders, Dak

 Messengers, Daftries(A), Documentation

Assistants (A), Editorial Assistant (A),

Gardeners, Farash, Gestetner Operators, Junior

Engineers (Civil, Key-Punch Operators (A), Laboratory

Assistants (Chemical), Laboratory Attendants,

Attendants (Clinical), Library Clerks (A).liftmen (A),

Motor Readers, Office Clerks (A), Office Supdt.,

Peons, Photographic Retouchers, Proof

Readers, Readers, Receptionists, Research

Investigators Retiring Room Attendents,

Salesmen (Shop) (A), Scientific Assistants,

Security Guards (A) Store-Keepers (A),

Statistical Assistants, Subpostmasters (A),

Sweepers, Teachers (Primary) Telegraph Messengers,

Technical Assistants, Telephone Operators

(A), Time Keepers (A), Translators (A),

Translators (A), Typists (A), Waiting Room Attendants,

Watermen, Ward Boys/Ayahs (A), Wireless Operators (A).

(b) Lower Extremeties (i) Major Defects

(ii) Minor Defects:

Accounts Clerks, Computers, Copy holders, Editorial Assistants, Hand Compositiors (A), Jr. Engineers (Civil) (only designing jobs), Key-Punch Operators, Liftmen, Office Clerks, Office Supdt., Painters, Projectionists (A-MNR), Proof-reader, Radio Technicians, Receptionists, Stenos, Stamp Vendors (Postal), Sub-Postmasters, Telephone Operators, Telex Operators, Translators, Typists.

Architectural Assistants (A-MNR), book Binders, Caretakers (A-MNR), Carpenters (A), Cashiers (A), compounders, Chowkidars (A-MNR), Commercial Artists, Daftries (MNR), Documentation Assistants (A-MNR), Dressors, Retiring Room Attendents, Sweepers, Watermen (T), Waiting Room Attendants,

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Lottery Ticket Sellers. Draftsmen, Ferro Printers, Farashes, Gestetner Operator, Instrumentalists, staff artists, (MNR), Laboratory Assistants (Chemicals), Laboratory Assistants (Clinical), Librarians (Jr.) (A-MNR), Library Clerks, (A-MNR), Musicians (staff Artists), (MNR), Salesmen (Shop) MNR Statistical Assistant (MNR), Sweepers (MNR), Teachers (Deaf), Teachers (Primary), Technical Assistants MNR, Time Keepers, (A), Tracers, Vehicle Cleaners (MNR), Waiting Room Attendants (MNR) Watermen, (Wireless Operators).

II

DEAF AND DEAF AND DUMB

 III DEAF

 IV PARTIALLY DEAF

Accounts Clerks, Book Binders, Canteen Boys, Carpenters, Computers, Commercial Artists Daftries Fadtries, Ferro Printers, Gardeners, Gestetner Operators, Meter Readers, Office Clerks, Packers, Painters, Photographers, Photographic Retouchers, Statistical Assistants, Store-Keepers, Sweepers, Telex Operators, Translators, Tracers, Typists, Vehicle Cleaners, Watermen.

Postmen, Telegraph Messengers.

Architectural Assistants (A), Caretakers (A), Cashiers, Compounders, Chowkidars, (A), Dak Messengers, Draftsmen, (A) Dressers, Editiorial Assistants, Electricians, Jr. Engineers (Civil) (A), Lab. Asstt. Chemical, Laboratory Assistants (Clinical), Laboratory Attendants, Librarians (Jr.) (A) Library Clerks (A), Peons, Postmen, Projectionists (A), Research investigators, Retiring Room Attendants, Scientific Assistants, Salesmen (shop) (A), Stenographers (A), Security Guards, (A), Stamp Vendors (Postal) (A), Sub-Postmasters (A), Technical Assistants, Teachers (Deaf) (A), Teachers (Primary (A), Time Keepers (A), Waiting Room Attendants, Ward Boys/Ayahs.

V.

BLIND

Announcers at Railway Stations, Bus Stop and Airports (T), cane Weavers (T), Instrumentalists (Staff Artists) (T), Medseurs (T), Musicians (T), Music Teachers (T), Office Superintendents (H), Packers (T), Stenographers (With dicto-phone and digital typewriter), Teacher (Primary)-T & A), Telephone Operators (Small Board with Electronic Beep and Imbossed Digitals), Lathe Operators, Press Operators, Stampers, Weavers, Packers, Drillers, Fitters, Chippers, Teachers in Social Sciences.

EXPLANATIONS:

U-UNILATERAL, A-with Adis, T-with Training, H-with a Helper, MNR-Mobilitynot restricted.

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Note :-1

Note : -2

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Jobs Which can be performed by those having major deformities can also be performed by those having minor deformities. Job which can be performed by Deaf can be performed by partially Deaf also Jobs which can be performed by Blind can be performed by Partially Blind also.

There would be a number of jobs

in each occupational group, these

have not been given separately,

For example, Office Clerks includes,

Lower Division Clerks and

Upper Division Clerks, Stenographers include

Junior and Senior Stenographers.

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**ANNEXURE-XI**

No. 39016/27/80-Estt (C)l

Government of India

Ministry of Home Affairs

Deptt. of Personnel & A.R.

OFFICE MEMORANDUM

The undersigned is directed to invite a reference to Department of Personnel & A.R. O.M. No. 39016/6/77-Estt (C) dated the 4th November, 1977 in which 3% of vacancies in Groups 'C & 'D' Posts including 1% for the blind persons under the Central Government have been reserved, it has been observed that the intake of blind persons in the recruitment has been negligible. It was, therefore, decided to identify jobs which can be entrusted entirely to handicapped persons including the blind persons. Accordingly orders as contained in DP&AR O.M. No. 39016/24/80-Estt (C) dated the 8th December, 1980 were issued. The following jobs have been identified for the blind persons:

BLIND:-

Announcers

at Railway Stations, Bus Stops and

Airports (T), Caneweavers (T), Instrumentalists, (Staff Artists) (T),

Measures (T), Musicians (T), Office Superintendents (H),

Music Teachers (T), Packers (T),

Stenographers (with Dictophone and Digital Typewriters),

Teachers )Primary-T&AR), Telephone Operators,

(Small boards with Electronic Beep and Embossed Digits),

Lathe Operators, Press operators, Stampers, Weavers,

Packers, Drillers, Fitters, Chippers, Teachers in Social Sciences.

Partially Blind

Explanations:

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Dak Messengers, Despatch Clerk (T), Gardeners (T), Gestetner Operators (T&A), Liftmen (T & Digital Controls), Peons, Receptionists (T&A), Retiring Room Attendants, Sweepers, Watermen (T), Waiting Room Attendants, Lottery Ticket Sellers.

T = with training H = with a Helper, A = with Aids.

2. In order to ensure that blind persons are rehabilitated adequately at least in jobs which are identified as suitable to be filled by them, blind persons should be given preference, if available for such jobs. The Ministry of Financeetc, are therefore, requested to bring these instructions to the notice of all the Appointing authorities so that the blind persons are given preference for appointment to the above-mentinoned identified jobs. To ascertain their availability, Employment Exchanges/Special Employment Exchanges and the Vocational Rehabilitation Centres may be contacted to furnish the names of suitable blind persons for these jobs.

3. Hindi version will follow.

To

1. All Ministries/Deptts etc. of the Govt. of India.

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sd/(B.S.Nim)

Deputy Secretary to the Govt. of India.

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**ANNEXUREXII**

**No. A-B 14017/41/41/90-Estt. (RR)**

**Government of India**

**Ministry of Personnel Public Grievences and Pensions Deptt. of Personnel & Training**

New Delhi, the 10 May, 1990

**OFFICE MEMORANDUM**

*Subject: Posting of Physically handicapped candidates.*

The undersigned is directed to say that a suggestion has been made that physically handicapped candidates appointed under the Government should preferably be posted in their native places or at least in their native district. The matter has been examined carefully. It may not be possible or desirable to lay down that physically handicapped employees belonging to group A or or Group B who have all India transfer liability should be posted near their native places. However, in the case of holders of Group C or Group D posts who have been recruited for regional basis and who are physically handicapped, such persons may be given posting, as far as possible, subject to administrative constraints, near their native places within the region.

2. Requests from physically handicapped employees for transfer to or near their native places may also be given preference.

3. Suitable instructions may also be issued to all subordinate.

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**sd/**

(J.S. MATHUR) Joint Secretary to the Government of India

To

All Ministries/Departments.

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**ANNEXUREXIII**

**No 36035/84-Estt. (SET)**

**Government of India**

**Department of Personnel** & **A.R.**

Ministry **of Home Affairs**

New Delhi, dated 24th May, 1984

**OFFICE MEMORANDUM**

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*Subject:*

*Relaxation*

*of the ban order imposed by the Ministry of Finance (Department of Expenditure) on recruitment to vacancies earmarked for the physically handicapped persons.*

The undersigned is directed to invite attention to the Ministry of Finance (Department of Expenditure ) O.M. No. 7 (1)-E (Coord)/84 dated the 3rd Janurary 1984, regarding the ban on filling up of non-operational vacant posts and to say that it has now been decided in consultation with the Ministry of Finance (Department of Expenditure)that the provisions of the aforesaid Office Memorandum will not be applicable in the case of reserved vacancies to be filied up by physically handicapped persons to the extent of quota reserved for them vide this Department's O.M. No. 39016/7/77-Estt. (C) dated 3.11.77.

sd/-

(S.K.

Dasgupta) Under Secretary to the Government of India.

To

All Ministries/Department of the Govt. of India

Copy to:

 1. All Financial Advisers.

 2. C. & A.G. of India.

 3. Min. of Finance (Bureau of Public Enterprises/Banking Div.)

 4. Secretary, UPSC, New Delhi.

 5. President's Secretariat.

 6. Secretary, Lok Sabha Sectt.

 8. Secretary, Election Commission.

 9. AH Offices/Sections in the Ministry of Home Affairs & DP&AR.

10. All Attached and Subordinate Offices under the MHA & DP&AR

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**ANNEXUREXIV**

**No.36035/4/84-Estt (SET)**

**Ministry of Home Affairs/Grin** Mantralaya

**Department of Personnel and Administrative Reforms**

**(Karmik Aur Prashasnik Sudhar Vibhag)**

New Delhi, the 10.9.1984

**OFFICE MEMORANDUM**

*Subject:- Reservation of posts for the physically handicapped persons in Group 'C & V*

*posts/Services under the Central Government-Charifications regarding.*

The undersigned is directed to refer to this Department's Office Memorandum No. 39016/ 6/77-Estt(C) dated 4.11.77 and Office Memorandum No. 39016/20/80-Estt(C) dated 30/12/1980 (copies enclosed), on the subject cited above and to say that in the last meeting of the Central Advisory Committee on employment of handicapped persons held on 20.3.1984, a point was raised that jobs earmarked for one category of handicapped persons should not be transferred to another category of handicapped persons but should be carried forward for a period of three subsequent recruitment years. In this connection attention of the Ministry of Finance etc. is invited to this Department's Memoranda referred to above where there is a provision of inter-se exchange of vacancies if (i) candidates belonging to a category of persons are not available or (ii) if the nature of vacancies in an office is such hat a-given category of persons cannot be employed.

2. The point raised in the Central Advisory Committe has been carefully considered. It is clarified that even if the Inter-se exchange of vacancies between the blind, the deaf and the orthopaedically handicapped candidates is allowed the vacancy reserved for one specified cat egory of handicapped persons will continue to be reserved for them through carry forward of the vacancy to three subsequent recruitment years. For example, supposed the point 3 of the roster earmarked for the blind could not be filled by a blind candidate due to their non-availabilty or if the nature of vacancy in an office is such that a given category of person cannot be employed. Therefore, even if it is exchanged with an orthopaedically handicapped candidate or deaf, the reservation for the blind will be carried forward to three subsequent recruitment years. The exer cise of exchange and carry forward shouid, however, be repeated in every recruitment year. If the candidates belonging to the category for which the vacancy was originally reserved and carried forward are not available even after three subsequent recruitment years, such reservation would lapse automatically after the principle of exchange being applied in the third and find recruitment year of carry forward.

3. Further, if there is any carried forward reservation of Scheduled Castes, Scheduled Tribes and handicapped persons brought forward from the previous years, then the older carried for ward reservation belonging to any of the three categories should be adjusted first and the com paratively later carried forward reservations should be carried forward further if the totality of reservation exceeds the 50% limit of reservations in a recruitment year as enunciated in this Department's O.M. No. 36012/3/78/-Estt. (SET) dated 9.2.1982.

132

4. Ministry of Finance etc. are requested to bring these instructions to the notice of all appointing authorities under them.

-

sd/-

(Bata

K. Dey) Director

To

All Ministries/Departments of the Govt. of India.

copy to :

 1. Comptroller and Auditor General of India.

 2. Secretary, Union Public Service Commission, New Delhi.

 3. Director General Employment & Training, New Delhi.

 4. Director General Posts & Telegraphs Department.

5. . Min. of Finance (Bureau of Public Enterprises/Banking Division)

 6. Rajya Sabha Secretariat.

 7. Lok sabha Secretariat.

 8. Election Commission

 9. President Secretariat.

 10. All sections in the Ministry of Home Affairs and Department of Personnel and A.R.

 11. All attached and subordinate offices of the Ministry of Home Affairs and Deptt. of Personnel & A.R.

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133

ANNEXUREXV

i.

**No.39016/27/80-Estt(C)ll**

Government of india

Ministry of Home Affairs

**Deptt. of** Personnel & A.R,

New Delhi, the 9th January, 1981 **OFFICE MEMORANDUM**

The undersigned is directed to say that the question of providing suitable jobs for the biind persons has been under consideration of the Government for some time. The matter has been examined in consultation with the Ministry of Social Welfare and the Ministry of Labour. It has been decided that:

as far as possible the entire work of recaning of chairs in Government of India offices should be done by the blind persons. For this purpose Vocational Rehabilitation Centres and the Special Employment Exchanges for physically handicapped (list attached) may be contacted by the various Departments; and

where the volume of work is such which may justify full-time Chair Recaner; the question of creation of post in suitable scale may be considered in consultation with Finance in accordance with the normal procedure.

2. All the Ministries/Departments are requested to take urgent action on the above lines.

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(2)

3. Hindi version will follow.

sd/-

(B.S.

Nim) Deputy Secretary to the Government of India

To

All Ministries/Departments of the Govt. of India (including all Attached and Subordinate Offices of the Ministry of Home Affairs and Deptt. of Personnel & A.R.)

134

**ANNEXUREXVi**

**I**

No.

**36035/24/83-Estt (SET)**

**Government of India/Bharat Sarkar**

**Ministry of Home Affairs/Grin Mantralaya**

**Department of Personnel and Administrative Reforms**

**(Karmik Aur Prashasnik Sudhar Vibhag)**

New Delhi, the 1st Sept.,, **1984.**

**\***

 **OFFICE MEMORANDUM**

*Subject: Recaning of chairs etc. in Government offices by the blind persons.*

The undersigned is directed to refer to the subject mentioned above and to say that vide Department of Personnel and Administrative Reforms Office memorandum No. 39016/27/80-Estt. (C) II, dated 9th January, 1981, Ministries and Departments were requested to ensure that as far as possible the entire work of recaning of chairs in Government of India offices should be done by the blind persons in consultation with the Vocational Rehabilitation Centres and Special Employment Exchanges for the physically handicapped. It was further provided that where the volume of work justifies **full** time chair recaner, the question of creating Such a post may be considered in consultation with the Ministry of Finance in accordance with the normal procedure. It has been brought to the notice of the Government by the All India Confederation of the Blind as well as the Ministry of Social Welfare that the Ministries/Department were not implementing the office Memorandum dated 9th January, 1981 with the result that the blind chair recancers are not getting the desired opportunities for undertaking this work.

2. The matter has been cosidered in consultation with Ministry of Social Welfare and the following two steps to ensure employment of blind persons in the work of recaning of Chairs are brought to the notice of the Ministries/Departments etc.

(i) The entire work of recaning of chairs in Government of India Offices should not be entrusted to any one except a blind person. When chairs are caned through an approved contractor appointed by the C.P.W.D., it may be ensured that the contractor employs blind persons and the officer-in-charge should verify and certify that the contractor has got the work done through blind persons only. In case blind chair recanersare not available either with the contractor, Vocational Rehabilitation Centres or the Special Employment Exchanges for handicapped persons or through the supervisor of the approved institutions for the welfare of blinds, the recaning work may be entrusted to other than blind persons, of course through the blind approved contractors/institutions of blind persons, with the specific approval of the Liason Officer of the Ministry/Department, it will be the duty of the Liaision Officer to ensure with personal efforts that the work is carried out only through blind persons and permission to carry out such jobs to other than blind persons employed by blind contractor is accorded sparingly in emergent circumstance and non-pendable nature of jobs only.

135

3. All the Ministries/Departments are requested to take urgent action on the above lines and bring the contents of this Office Memorandum to the notice of all attached and subordinate offices.

sd/-

(Bata

K. Dey) Director

To

All Ministries/Departments etc. of the Govt. of India

No 36035/24/83-Estt. (SET) New Delhi, the 1.9.1984

Copy to:

**4. 5. 6. 7. 8. 9.**

 1. D.G.P.&T.

 2. Comptroller and Auditor General of India.

 3. Secretary, Union Public Service Commission. Secretary, Rajya Sabha/Lok sabha Secretariat. President's Secretariat.

Election Commission of India.

Ministry of Finance (Deptt. of Banking/Bureau of Public Enterprises)

All Officers and Sections in the Ministry of Home AffairsA nd Deppt. of Personnel & A.R.

All attached and subordinate offices of the Ministry of Home Affairs and Deptt. of Personnel and A.R.

10. Ministry of Social Welfare w.r.t. their do No. 22-13/84-H.W.III, dated 11 th May, 1984 and U.O. No. I.D.3.3/84-HW Illdated 20.6.1984.

sd/-

(Bata

K. Dey) Director

136

**ANNEXUREXVII**

**No.14016/1/81 -Estt(R)**

**Government of India**

**Ministry of Home Affairs**

**Deptt. of Personnel** & A.R.

New Delhi, the 9th February, 1981

***9***

**OFFICE MEMORANDUM**

*Subject:- Reservation of posts for the physically handicapped persons in Group C and Group D posts/services under the Central Government-Intimation of vacancies.*

Attention of the Ministry of Agriculture and Irrigation etc. is invited to this Department O.M. No. 39016/6/77-Estt (C) dated the 4th November, 1977 and O.M. No. 14016/3/79-Estt(l) dated 21st May, 1979 on the above subject.

2. As per existing instructions of the Government all the vacancies in Group 'C and all Group 'D' posts irrespective of their nature and duration are not only to be notified to the Employment Exchange but are also to be filled through the agency, unless filled through UPSC/SSC etc. Recently the Prime Minister has expressed concern over the unsatisfactory employment situation of the physically handicapped persons particularly the blind despite reservation orders and concessions granted to them. Accordingly it has been decided by the Ministry of Labour to fix a target of 50 placements per month for both the special employment exchange for the physically handicapped persons. Vocational Rehabilitation Centres for the physically handicapped. It. is therefore, requested that all the appointing authorities may be instructed to enclose a copy of their requisition sent to the employment exchanges/special employment exchange to the nearest Vocational Rehabilitation Centres for physically handicapped for nominating suitable handicapped persons. A list of Vocational Rehabilitation Centres with their addresses is enclosed ^information.

sd/

(J.K.

Sharma) Director

To

All Ministries/Departments including P.M.s Office Planning commission, UPSC, CVC etc.

137

**ANNEXUREXVW**

**No. 15012/677/-Estt(D)**

**Government of India**

**Ministry of Home Affairs**

**Department of Personnel** & **A.R.**

**New** Delhi, the 28th Jan. 1978.

**OFFICE MEMORANDUM**

*Subject:-Grant of Age concession to Blind, Deaf-Mute and Orthopaedically handicapped persons, has been under consideration of the Govt. for some time and it has been decided, in practical modification of the provisions of the O.M. No. 4/3/68-Estt (D) Dated 15.4.69, that for purposes of appointment to class-Ill and Class-IV (now Group C and D) posts, filled through the Employment Exchanges, the upper age limit in the case of Blind, Deaf-Mute and Orthopaedically handicapped persons shall be relaxed upto 10 years.*

sd/

(N.

Rangarajan) Deputy Secy, to the Govt. of India

To

All Ministries/Departments of the Government of India including all attached and subordinate Offices of the Ministry of Home Affairs.

138

**ANNEXUREXIX**

**No.15012/6/77-Estt(D)**

**Government of India**

**Ministry of Home Affairs**

**Department of Personnel** & **A.R.**

New Delhi, the 18 July, 1978.

**OFFICE MEMORANDUM**

*Subject: -Grant of Age concession to Blind, Deaf-Mute and Orthopaedically handicapped persons forappoinment to Class-Ill & IV (now Group 'C'and V) posts under the Central Government.*

The undersigned is directed to refer to this Department's O.M. No. 15012/6/77-Estt (D) dated the 28th January, 1978 and to say that it has now been decided to extend the age concession of 10 years in favour of handicapped persons to recruitment tp posts filled through the Staff Selection Commission. A Notification to this effect is being issued separately.

sd/(N. Rangarajan)

To

All Ministries/Departments of the Govt. of India including all attached and suboradiante offices of the Ministry of Home Affairs.

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ANNEXUREXX

**No. 15/3/61-Estt(D)**

**Government of** Sndia

Ministry of **Home** Affairs

New Delhi 11, **the** 23rd Dec, 1961

OFFICE **MEMORANDUM**

*Subject: - Proficiency in typewriting for appointment to clerical posts under the Government of India -exemption from -in the case of physically handicapped persons.*

The undersigned is directed to referto this Ministry's O.M. No. 71/67/56-CS (C) dated 15th September 1956 under which a speed of 30 words per minute in typing has been prescribed as an essential qualifications for recruitment made through the Employment Exchanges to posts of Lower Division Clerk. Representations have been received in this Ministry that the above condition operates very harshiy in the case of physically handicapped persons who are otherwise eligible for appointment to posts of Lower Division Clerk but cannot be so appointed for the reason that they are not able to satisfy the typing qualification due to the disability they are suffereing from, it has been represented that typing qualification in their case should not be insisted upon.

2. After careful consideration of the matter, it has been decided that such of the physically handicapped persons who are otherwise qualfied to hold clerical posts and who are certified as being unable to type by the Medical Board attached to Special Employment Exchange for the handicapped (or by a Civil Surgeon where there is no such Board) should be exempted from the typing qualifications. Accordingly, while retaining from the typing qualification in the recruitment rules for the posts of Lower Division Clerk, a provision should be made therein that this qualification will not apply in the case of such of the handicapped persons as mentioned above, the Ministry of Finance etc. are requested to take steps for modification of the recruitment rules on the above lines.

To.

All the Ministries of the Government of India etc.

140

sd/-

(U.S.

Bajpai) Under Secretary to the Govt. of India

**ANNEXUREXX!**

No18011/1/80-ESTT(D)

Government of India

Ministry of Home Affairs

Deptt. of Personnel & A.R.

New Delhi, the 27th June, 1980.

OFRCE MEMORANDUM

*Subject: - Confirmation of officers-Consideration cases of Blind Persons*

Recently the National Federation for the Blind submitted a Charter of Demands to the Prime Minister for the consideration of the Government. One of the demands was that of expeditious confirmation of blind persons in their jobs.

2. This matter has been examined. Though there is no question of grant of preferential treat ment, to blind persons in the matter of their confirmation in posts, it has been noticed that due to administrative delays a large number of officers are not confirmed in the various grades and they continue to be temporary for a number of years. The main reasons for such delays beings that (1) Delay in conversion of temporary posts into permanent posts (2) Non-convening of meetings of the DPC at regular annual intervals.

 3. This Department has issued a number of instructions stressing the need to avoid such delays mentioned above. Vide this Departments^ office memorandum No. 22011/6/75-Estt (D) dated 30.12.1976 it has been brought to the notice of the Ministries/Departments that holding the DPCs for confirmation/promotion in a particular year should be dispensed with only after a certifi cate is issued that there is no vacancy for confirmation or promotion.

 4. It is once again stressed that there should be no delays in confirmation of officers including blind persons on account of administrative delays. Ministries/Departments should ensure, especially in which blind persons are employed that confirmation is made without delay and at the appropriate time.

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sd/

(J.K.SARMA)

Director.

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To

All Ministries/Deparments of the Government of India

141

**ANNEXURIXXII(A)**

No.30635/8/89-Estt. (SET)

**Government of India**

**Ministry of Personnel, Public Grievences & Pensions, Department of Personnel** & **Training**

New Delhi, the 20th Nov., 1989

**OFFICE MEMORANDUM**

*Subject: - Reservation for the physically handicapped in posts filled by promotion.*

The undersigned is directed to say that the Government has under consideration a proposal to introduce reservation in favour of the physically handicapped persons in posts filled by promotion. The matter has been examined and it has now been decided that when promotions are being made:

i) Within Group 'D' (ii) From Group 'D' to Group 'C and (Hi) within Group 'C reservation will be provided for the three categories of the physically handicapped persons namely, the visually handicapped, the hearing handicapped and the orthopaedically handicapped.

The applicability of the reservation, will, however, be limited to the promotions being made to those posts that are identified as being capable of being filled/held by the appropriate category of physically handicapped.

2 Each of the three categories of the physically handicapped persons will be allowed reservation at one percent each. Though the reservations will be effective only in those posts that are identified as being capable of being held by the appropriate category of the physically handicapped persons, the number of vacancies that will be reserved for the physically handicapped persons when promotions are being made to such identified posts will be computed by taking into account the total number of vacancies at arise for being filled by promotion in a recruitment year both in the non identified as well as identified posts. If the appropriate category of the physically handicapped persons are not available in the feeder grade from which promotion is being made to the next higher grade of the identified posts then an inter-se exchange will be pemitted subject to the condition that:

(i) The post to which promotion is to be made is one that can be held by the category of the physically handicapped persons available in the feeder grade; and

(ii) The reservation so exchanged is carried forward to the next three recruitment years after which the reservation shall lapse.

3. Ministry of Finance etc. are requested to give immediate effect to those orders.

142

(Smt. K.N.K.Karthiayani) Director (JCA)

Fax: 011-3012432 (N.B)

011-3013142 (E.O)

011-4624821 (LN.B)

011-4360862 (Trg.Div)

011-4361230 (P.E.S.B)

Telex: 62826(N.B)

66366(Trg.Div)

**ANNEXURE XXII(B)**

**No. 36025/03/97-Estt.(Rs) GOVERNMENT OF INDIA**

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS**

**DEPARTMENT OF PERSONNEL & TRAINING**

**NEW DELHI**

Dated the 4th July, 1997

**OFFICE MEMORANDOM**

*Subject: - Reservation for the physically handicapped in the posts filled by promotion.*

The undersigned is directed to invite attention in this Department's O.M. No. 36035/7/95-Estt.(SCT) dated 18.2.97 on the above subject and to say that it has been represented before the Government that the earmarking of points No. 33,67 & 100 in the prescribed register for reservation for the physically handicapped would mean that the physically handicapped candidates may have to wait for a long time to get their turn for promotion. The suggestion has been considered and it has now been decided, in partial modification of the O.M. cited above, that the points number 1, 34 & 67 in cycle of 100 vacancies in the 100 point registrar may be earmarked for reservation for physically handicapped . The other instructions contained in the aforesaid O.M. remain unchanged.

2. It is also clarified that the manner of calculation of the vacancies for the physically handicapped shall be as laid down in this Department's O.M. No. 36035/8/89-Estt.(SCT) dated 20-11 89 so far as Group 'C and 'D' posts are concerned.

To

All Ministries /Departments of Government of India

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ANNEXURE XXIl(C)

**No 36035/7/95-Estt.(SCT)**

**Government of** India Ministry of Personnel, Public **Grievences**

and Pensions Department of Personnel and Training

New Delhi, 18th Feb, 1997

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**OFFICE MEMORANDOM**

*Subject: Reservation for the physically handicapped in the posts filled by promotion.*

The undersigned is directed to invite attention to O.M. No 36035/8/89-Estt.(SCT) dated 20-11-1989 of the Department of Personnel and Training on the subject noted above. Subsequent to the issue of the aforesaid office Memorandom, a number of references were received from Ministries and Departmet regarding difficulties being faced in calculating /operating the posts reserved for the physically handicapped as per the Office Memorandom. The matter has been examined in the light of the problems being faced by Ministries /Departments and it has been decided that:

(i) For providing reservation to the physically handicapped in promotion, which would be 3% of such posts, a separate register of 100 points will be maintained for a post identified to be manned by the physically handicapped, in which point no. 33, 67 and 100 will be reserved for the physically handicapped . The heads of departments may start point No 33 with any kind of disability depending on the availability of feeder grade officer i.e if senior most officer in the feeder grade belongs to Orthopaedicaily Handicapped category he may utilise the point by promoting the officer, However, he must ensure that there is proper rotation of reservation among the different categories of disabilititps. The physically handicappped persons promoted under the reservation provided for them as per the point in the above mentioned register should be placed in the appropriate category viz SC/ST/Genera! candidates depending upon the category to which they belong in the promotion roster. To illustrate, if in a given year there are two vacancies reserved for the physically handicapped and out of two physically handicaped candidates promoted , one belongs to the scheduled castes and other to general category than the physically handicapped SC candidate will be adjusted against the SC point in the reservation roster and the other general candidate against general category point in the relevant reservation roster. In case the number of vacancies against which promotiion is made is less and none of the vacancies falls on points reserved for the SC or the ST but one of the vacancies is to be reserved for the physically handicaped (as per the point in the regiser) and the officer promoted belongs to a reserved community, the next available reserved point in the reservation roaster for that category will be utilised for adjusting the reserved candidate , e.g. if there are three vacancies falling under point 5, 6 & 7 which are to be treated as unreserved as per the promotion roster out of which one vaacancy has to be reserved for physically handicapped as per the point in the register and if the officer selected under the quota reserved for physically handicapped belongs to SC, he would be adjusted against the next available SC point i.e point No 8.

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(ii) In the cases where the percentage of posts filled by Direct Recruitment is 75% or more, no reservation will be provided for any category including the physically handicapped while filling up the posts by promotion.

(iii) Whiie filling posts by promotion, by selection, against vacancies reserved for the Physically handicapped , the physically handicapped candidates who are within the normal zone of consideration will be considered. Where adequate number of Physically handicapped candidates of the appropriate category of handicap are not available within the normal zone, the zone of consideration may be extended to five times the normal size and the physically handicapped persons falling within the extended zone may be considered. In the event of non availability of an officer even in the extended zone the posts could be exchanged with other categories of handicap, identified for the relevant post and the reservation carried forward for the next three recruuiment years, whereafter it will lapse.

(iv) In posts filled by promotion by non selection, the eligible physically handicapped candidates can be considered for promotion against the reserved vaacancies and in case no eligible Physically Hadicapped candidate of the appropriate category of handdicap, is available, the post will be exchangaed with other categories of handicap , identified for it, and reservation earned forward for the next three recruitmet years whereafter it will lapse.

2. All Ministries/Departments are requested to bring the above instructions to the notice of all heads of Department and appointing authorities under their control for compliance.

To

All Ministries/Departments

of Government of India.

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**ANNEXUREXXIII**

**No.39022/185-Estt.(B)**

**Government of India/Bharat Sarkar**

**Ministry of Personnel & Training, Admn. Reforms and**

**Public Grievances & Pension Department of Personnel & Training**

New Delhi, the 3rd Dec.,1985

**OFFICE MEMORANDUM**

*Subject- Physically handicapped persons-Exemption from payment of examination fee and application fee.*

The undersigned is directed to say that the Government of India have been considering for some time past. Thequestion regarding grant of exemption from payment of application fee and examination fee in favour of physically handicapped person for recruitment to group 'C and group 'B' (non-gazetted)posts advertised by the Union Public Service Commission and the Staff Selection Commission whether filled by examination or by selection. It has now been decided, in consultation with the Integrated Finance Division of this Ministry, that the physically handicapped persons will be exempted from the payment of application and examination fee prescribed in respect of competitive examination held by the Staff Selection Commission and Union Public Commission for recruitment to various Group C and B (Non-gazetted) posts and also posts pertaining to the above categories which are filled though recruitment by selection. This exemption will, however, be available to only those handicapped persons who would otherwise be eligible for appointment to the post on the basis of the standards of medical fitness prescribed for that post (including any concessions specificially extended to the physically handicapped) and who enclose withthe application form, a necessary certificate from a Government hospital/medical board in support of his claim for being handicapped.

 2. The orders take effect from 15th Nov., 1985. However in respect of recruitment for which the notices/advertisements have been published or would be published by 14th Nov. 1985 pay ment of fees shall be regulated in terms of existing instructions.

 3. Ministry of Home Affairs etc. are requested to bring these instructions to the notice of all concerned.

ANNEXURE XXIV

No.36035/8/92-Estt.(SCT)

Government of India

Ministry of Personnel, P.G. and Pensions (Department of Personnel & Training)

OFFICE MEMORANDOM

*Subject: Reservation for physically handicapped and OBC s appointment of Liason officers.*

The undersigned is directed to say that representation have been received from Association of physically handicapped persons that the reservation benefits in direct recruitment and in promotion are not being properly extended to them by various offices of the Government of India, public sector Undertakings etc. They have represented that liason officers should be appointed to oversee the implimentation of the reservation orders for physically handicapped as is being done in the case of reservation for scheduled castes /scheduled tribes . Similar demands are also received for the appointment of Liason officers to oversee the implimentation of the reservation orders for other backward classes and Ex-servicemen. The matter has accordingly been considered and it is felt that it would be bothpractical and desirable to have a single Liason officer for overseeing the implimentation of the reservation orders. It has, therefore, been decided that the Liason officers appointed to look after the reservation matters SC/ST would also be the Liason officers for reservation matters relating to physically handicapped Ex-servicemen and other backward classes.

Ministry of Finance etc. may please bring these instructions to the notice of all the attached /subordinate/public sector undertakings under them for compliance.

(Smt. Bhavani Thyagarajan) Director (JCA)

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All Ministries/Departments of the govt of India.

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**ANNEXURE XXV**

**No. DGETU.11011/22/93EE-I**

Government of India

**Ministry of Labour**

**(D.G.E.&T) 3/10 Jam Nagar House**

New Deihi-110011

**OFFICE MEMORANDOM**

*Subject: Grant of Co-sponsoring powers to six National Level Rehabilitation institutes.*

The undersigned is directed to refer to Department of personnel O.M. No. 14024/2/93-Estt(l) dated 16 th December, 1993 and to say that the matter has been further examined in consultation with the ministry of welfare and it has been decided to grant co-sponsoring powers to the following six National Level Institutions.

1. National Institute for the Visually hadicapped, Dehradun(NIVH)

 2. AH Javar jung national Institute for the hearing handicapped , Bombay(NIHH)

 3. National Institute for the Mentally Handicapped, Secunderabad (NIMH)

 4. National Institute for the Orthopaedically Handicapped, Calcutta(NICH)

 5. Institute for the Physically Handicapped, New Delhi(IPH)

 6. National Institute for Rehabilittation, Training and Research, Cuttack, Orissa(NIRTAR)

It may, however, be mentioned that the employers would be required to fulfil their obligations as laid down under the Employment Exchange (compulsory Notification of Vacancies)Act for making notification of vacancies to the apropriate Employment Exchange even though they will be utilising any of these six Institutes also for filling uo of the vacancies after grant of cosponsoring powers.

The Department of Personnel and Training therefore, requested that suitable instructions in this regard may kindly be issued to all ministries/ Departments of the Government of India for endorsing a copy of the requisation for filling up the vacancies reserved for the handicapped.

(Hari Krishnan)

Director of Employment Exchanges

Department of Personnel & Training

ShriY.G.Paranade, Direector)

New Delhi

Copy to: Nl-ll Unit of the Ministry of Welfare for information w.r.t their D.O No. l-25/93-Nlii dated 20/8/93 for information.

(S.K.Seth) Deputy Director of Employment Exchanges

.*'*.....

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**ANNEXURE -XXV!**

**No 28012/2Q/88IRDM(VoU!)**

**Government of** India

**Ministry** of Rural **Development**

**Krishi Bhavan, New Delhi.**

To

The Secretary in charge of

Integrated Rural Development Programme

All States/UTs.

*Subject:-Raising the limits of subsidy under the Integrated Rural Development Programme(IRDP)* Sir,

Under the Integrated Rural Development Programme (IRDP), the rates of subsidy at present are as follows:-

Category

Small Farmers

Marginal Farmers/ Agricultural labourers, Non Agricultural labourers and Rurals Artisans of these

 (a) Scheduled Tribes

 (b) Scheduled Castes

 (c) Physically Handicapped

Percentage

25%

33.33%

50%

Monetary Ceiling

Rs.3000/-in normal areas Rs.4000/-in Drought Prone Areas Programme and Desert Development Programme areas.

Rs 3000/-in normal areas and Rs 4000/ in Drought Areas Programme and desert Develpmemt Programme areas

Rs.5000/-

***7,***

To provide for group activity of IRDP beneficiaries 50% of capital cost subject to individual ceiling as mentioned abovae is subsidised in case of Cooperative /registered society comprising exclusively of IRDP beneficiaries. ,

There are no monetary ceilings for minor irrigation projects.

The Government has now decided that the per family subsidy limits under IRDP be raised from Rs 300/-to Rs.4000/-in normal areas, from Rs 4000/-to Rs.5000/-in Drought Prone Areas Programme and Desert Develpment programme areas and from Rs 5000 to Rs. 600 /-for the

**149**

You may kindly issue suitable instructions to all the DRDAs/Zila Parishads accordingly.

Copy to :

Yours

faithfully

(Dr.S.VJoshi)

Joint Secretery *to* the Government of India

**1. 2.**

3. 4.

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**16.**

17.

Delhi.

Finance , North Block , New

The secretary, Ministry of Welfare, Shastri Bhavan , New

The Secretary, Department of Expenditure , Ministry of Delhi. *3*

The secretary, planning Commission, Yojana Bhavan, New De!hi

Newf^hi0"3'^^^ MiRiStry°f Programme "^mentation,SardarPatelBhavan,

Running SpCrrtary' Bankin9 DiviSiOn' DePartment of Economic Affairs , Jeevan Deep Building .Parliament street, New Delhi. p

The Advisor (RD), Planning Commission, Yojana bhavan, New Delhi. Chief Officer, RPCD, Reserve Bank of India, New Centra! Office Building , Bombay. The Managing Director, NABARD , Poonam Chambers , Shiv Saqaar Estate Dr Annie Besant Road, Worli, Bombay-18. 9 '

National Institute of rural Development, Rajendra Nagar, Hyderabad.

Chairman of all Nationalised banks.

PS to MOS (RD)(P)

PS to MOS (RD)(T)

PS to MOS (RD)(WD)

PS to MOS (RD)/AS(RD)

JSLR)/JS(RE)/Js(a)/Js(IRD)/JS(TM)/JS(F) All Offficers in IRD division.

Spare Copies/Guard File.

(Dr.S.VJoshi) Joint Secretary to the Government of India.

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**AMNEXURE XXVII**

Government of India

Ministry of Rural Areas and & Employment (IRD-I Division)

Krishs Bhavan, New Delhi Dated : the 22nd Oct., 1996

To,

Principal Secretary/ Secretary

Sir,

As you are alreaay aware, under the povertyalfevation programmes, the implementing agencies have a mandate to extend assistance to a minimum of 3% persons with disability of the total number of beneficiaries targeted to be covered by them. The achievement so far in respect of such coverage has been very low. The first step towards achieving this target is to facilitate / promote manoeurability and mobility of the diabied persons by providing them with necessary aids and appliances. This would enable them to receive the benefit of voational training and concessional finance for income generating self employment activities.

 2. Ministry of Welfare, as you may be aware, is implementing a scheme which provides assistance to disabled persons for purchase /fitment of aids/appliances (in short known as ADIP Scheme copy of the scheme is enclosed). The main objective of the scheme is to assist needy physically handicapped persons in procuring durable and scientifically manufactured standaard aids and appliances that can promote their physical, social and psychological rehabilitation and cossequent integration into the mainstream of society. The scheme is applicable to all categories of disabled persons subject to prescribed income ceiling. Assistance provided under the scheme would help in increasing the capacity of the disabled to take up economic activities.

 3. The scheme is implemented through registered societies/Trusts/companies and other institution recognised by govememnt of India. Aids and appliances, such as wheel chairs, crutches, calipers, hearing aids , braille slates etc. are admissible under the scheme. The ministry of welfare have made DRDA also eligible to receive assistance under the scheme. This provides implementing agencies the opportunity to converge this scheme with the poverty allevation programmes for ensuring coverage of disabled persons equitabley in all districts of the country.

 4. It is, therefore, suggested that all DRDA may take up this work to fulfil the targets regarding coverage of disabled persons set for them. They may apply to the Ministry of Welfare in the proforma prescribed persons and undertaking the fitment work. The suitable agencies for this purpose could include the medical colleges, district hospitals, limb fitting centres of ALIMCO, National Institutes iri various areas of disability and any professionally competent NGO with good track record and experience in this field.

For any information concerning aids and appliances, DRDAs may correspond with MD, Artifical Limbs Manufacturing Corporation of India (ALIMCO) located in Kanpur which is a PSU under the ministry of Welfare. Deputy Secretary, Shri Sanjeev Kumar (Tele.No. 3388519)in the Ministry of Welfare may also be contacted any further clarification on the scheme.

The contents of this letter may please be brought to the notice of all DRDAs in the state for necessary action. In implementing the scheme , DRDAs may be advised to seek the help and assistance of the District Welfare officer and his staff.

Yours faithfully,

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**ANNEXURE XXVIII**

**No.R-17011/1/96lRD.H**

**Government of India**

**Ministry of Rural Areas** & Employment

Deptt. of Rural Employment & Poverty **Alleviation**

Krishi Bhavan, New Delhi Dated: 26-2-97

To

The Secretary

Rural Development Department

*Subject: TRYSEM training to disabled.*

Sir,

I am directed to inform you that the persons with disabilities (Equal oppertunities, Protection of Rights and Full Participation) Act was passed by Parliament on 22nd December 1995 and has come into force w.e.f 7th February, 1996. This Act is an important landmark in the empowerment of persons with disabilities through creation of equal opportunities and protection of thier rights. It has to be ensured that the provisions of the act are implemented faithfuly and with promptitude while implementing the programmes of this Ministry.

2. In this regard, under our TRYSEM programme training may be imparted to the local artisans for repairing of aids and appliances of the disabled. Physically disabled youth having aptitude could also themselves be chosen for such trianing. This would provide relief to the disabled living in the villages. The training can be arranged either in the Vocational Rehabilitation Centres being run by the Minsitry of labour or in collaboration with reputed NGOs engaged in the field of the rehabilitation of the persons with disabilities.

3. The

TRYSEM guidlines already provide that at least 3% of the trainees under TRYSEM should be persons with disabilities. On completion of the training these persons are also entitled to receive booklets under the guidelines. In this regard, efforts should be made to provide such disabled trained persons aids and appliances under the ADIP scheme of the minsistry of Wel fare with a view to ensuring greater mobility for such persons. These should be provided simulta neously with the TRYSEM Tool kits. The Ministry has already issued instructions for involving DRDAs in the ADIP scheme of the Ministry of Welfare as per our letter No.R-20013/5/96IRD.I dated 18th October, 1996 (copy enclosed).

Action taken in this regard may please be intimated to this Ministry.

Yours faithfully

(R.K.MSSHRA) Joint Secretary(IRD)

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**ANNEXURE-XXIX**

**No.R.20015/1/97 IRDIV**

**Government of India**

**Ministry of Rural Areas *&* Employment**

**—•**

**To,**

*SUB:*

The

Secretary

Deptt.of Women and Child Development

All States and UTS.

*Persons with Disabilities (Equal opportunities, protection of Rights and full participation) Act, 1995 -Implimentation of the provisions thereof.*

Sir/Madam,

As you may be aware that the persons with Dsiabilities (Equal oppertunities, Protection of Rights and fuii Participation) Act, 1995 which was passed by parliament on 22-12-95 has come into force with effect from 7-2-1996. this Act is an important landmark inthe employment of persons with disabilities through creation of equai opportunities and protection of their rights.

 2. The status of implementation of the provisions of the Act has been reviewed recently by the Minister of Rural Areas and Employment and he has given deireetion that the prooovisions of the Act are implemented faithfully and with promptitude.

 3. There are provisions under IRDE and TRYSEM That 3% reservation of the total coverage of beneficiaries for physical handicapped persons. This Minsitry is also taking action to introduce a scheme for organising groups of persons with disabilities living in rural areas into Sangam/ Group and providing Rs.25,000 to each group for taking up viable economic activites suitable to them.

 4. A decision has been taken that under DWCRA, separate groups of disabled women should be organised. If necessary, this may be done by relaxing area norms.

5. it is requested that the state Govt./Union territory Administration may issue suitable instructions to all District Rural Development agencies under them to identify suitable disabled rural women who are below poverty line and organise them into DWCRA groups of 10-15 persons and provide them financial assistance of Rs.25,000/-for each group. There is a possibility that sufficient number of beneficiaries may not be available in one village. In that case , groups may be allowed to be formed drawing disabled women from various villages within the same Gram Panchayat.

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 6. All facilities may be extended to the DWCRA groups of disabled women as provided to other DWCRA groups including skill training, marketing facilities and convergence of other programmes.

 7. Action taken in this regard may be intimated to this ministry at an early date. Monthly Progress Reports sent to this ministry may include a column regarding number of DWCRA groups of disabled women and their progress.

Yours faithfully,

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(R.K.MISHRA) Joint Secretary to teh Govt of India

Copy for information and necessary action to:

 1. All DRDAs

 2. All Officers and sections in teh IRD Division.

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**ANNEXURE XXX**

**NoN -24011 13 94 RE III**

**Government of India**

**Ministry of Rural Areas & Employment**

**Deptt, Of Rural Employment & Poverty Alleviation**

**:**

To,

The Secretary

Rural Development Department

*Subject:*

*Revision*

*Modification in JRY guidelines -Earmarking of funds for persons with disabilities.*

Sir

*"*

With the coming into effect of the Persons with disabilities (Equal Opportunities, Protection of rights and full Participation), Act it has been decided to earmark 3% of the JRY funds for the benefit of the persons with disabilities. I am directed , therefore , to refer to Chapter -V of the JRY Manual (As modified and effective from 1.1.1994), regarding ear marking of JRY funds at DRDA Zila Parishad, Intermediate and Village level panchayats and to say that two new paras i.e 32.2 and 33.1 (a) have been incorporated in the above mentioned Chapter of the JRY Manual. These paras be read as follows:

33.2

"Out of the 60% funds earmarked for general works in para 32.1 (a), 3% funds would be utilised for cration of barrier free infrastructure for the disabled".

33.1 (a). Three percent of Annual allocation at the Intermediate and Village level Panchayats would be utilised to create barrier free infrastructure for persons with disabilities. However, resourses of the Village Ranehayats earmarked for persons with disabilities, may be pooled together at the level of the Intermediate Panchayats along with the funds earmarked for persons with disabilities at the intermediate panchayat level and spent as per the felt need of the area concerned".

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This may please be brought to the notice of all concerned.

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ANNEXURE XXXi

Government of India Ministry of Rural Areas and Employment

Department of Rural Development

Rajiv Gandhi National Drinking Water Mission

Paryavaran Bhavan , 81 Block, ithF!oors C.G.O Complex

Lodhi Road, New Delhi Tel No 4361043 Fax No 4364113

Palat Mohandas

Joint Secretary and Mission Director

Dated: 5.5.1997

D.O. No W-11036/4/97TMl Dear

You might be aware that the persons with disabilities (Equal Opportunities , Protection of Rights and full Participation) Act was passed by Parliament on 22 nd Dcember, 1995. This Act has come into force with effect from 7th February, 1996. The act is an important landmark in the empowerment of persons with disabilities through creation of equal opportunities and protection of their rights.

It has been decided with the approval of the Minister for Rural Area and Employment that the provisions of the Act should be implemented faithfully and with promptitude. In this context, it has been decided that in the rural sanitation programme, there should be 3% reservation for persons with disability in works relating to sanitary latrines for individuals below the poverty line. In the case of works relating to groups , it should be ensured that there is barrier free environment for the disabled.

Para 6.2 of the genera! guidlines for implimentation of CRCP provides that upto 72% of the annual funds can be utilised to construct individual sanitary latrines to household below the poverty line. This percentage may be amended to the extent that out of 72% of the annual funds, 3% of the funds should be earmarked for construction of individual sanitary latrines for the disabled persons.

I shall be thankful if you would kindly issue instructions to the implimenting agencies in your state /UT to give effect to the above decision from the financial year, 1997-98. The progress, both in physical and financial aspects -number of disabled persons benefited, number of sanitary latrines constructed and the expenditure incurred for the disabled persons should be monitered separately and reported to this Department as part of the monthly progress report for implimentation of Central Rural Sanitation Programme.

Secretaries in charge of Rural Water supply

and sanitation in all the states/UTs

Copy for information to :

PS

to M(RA&E), PPS To Secretary(IRD), US (IRD-IV)

GC Section, Ministry of Welfare

Yours sincerely

Sd/

(Palat

Mohandas)

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**ANNEXURE XXX!!**

No. H.11G11/13/96-RH

Government of India

Ministry of Rural Areas & Employment

Krishi Bhavan, New Delhi Dated the 10 th March, 1997

To

The Secretary

Rurai Development Deptt.

Govt of all States/UTs

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*Sub: Revision /Modification in I AY guidelines for persons with disabilities.*

Sir,

¦

Consequent to the coming into effect of the persons with disabilities (Equal opportunities, protection of Rights and Full Participation) Act, it has been decided by the Government of India to earmark 3% of the funds for the benefit of persons with disabilities under Indira Awas Yojana. This reservation of 3% under IAY for disabled persons below the poverty in would be horizontal reservation ie disabled persons belonging to sections like SCs, STs and others would fall in their respective categories.

(Bharathi S. Sihag) .Deputy Secretary to the Govt. of India

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**ANNEXURE XXXIII**

**No. 1/80/89-P&PW(C) Government of India**

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**Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training**

New Delhi, the 29th May, 1991.

**OFFICE MEMORANDOM**

*Sub:*

*Family*

*pension for life to children suffering from disorder/disbility of mindor are physically cripled disabled -Discontinuance of the condition of manifestation of the disability before retirement or death in hareness of the Government Servants for grant of-*

The

undersigned is directed to refer this Department's O.M of even number dated 19.2.1990 on the subject noted above and to state that payment of family pension tothe handicapped child in accordance with the said orders was inter alia subject to the stipulation that the marriage from which the child has been born should have been solemnised before the retirement of the Govt. servant. Orders have subsequently been issued in this Deptt. O.M.No 1/87/89-P&W (C) dated 30th Nov., 1990 entitling post retrial spouses to the benefit of Family pension. The stipulation regarding the mariage before retirment contained in this Department's O.M dated 19.2.1990 referred to the above therfore stands with drawn. Accordingly handicapped children shall be eligible for the benefit of family pension in accordance with the instructions contained in our O.M dated 19.2.1990 even if they have been born after retirement from a marriage solemnised after retirement.

2. Ministry of Agriculture etc. are requested to regulate in case accordingly. Hindi verson is enclosed

SdAM.R.Vaidya Deputy Secretary to the Govt of India

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**ANNEXURE XXXIV**

**No.12029(2)/80-Pol.ll**

**Government of India**

**Directorate of Estates**

**OFFICE MEMORANDOM**

*Subject:- Adhoc allotment of General Pool residential accommodation to the physically handicapped employee processing of the requests.*

As per the present policy, all the requests for adhoc allotment of General Fool residential accommodation on medical rounds are submitted to the special Accommodation Committee for consideration after initial security . The Special Accommodation committe after detailed examination of the medical certificates etc. recomments the above allotment in favour of the Govt. employee suffering from T.B, Cancer, Deptt dispare and physically handicapped persons , for approoval of the U.D.H. It has been observed by the special Acommodation committe that most of these requests from the employees who have been recruited an physically handicapped persons out of the quota reserved for them in employment. The extent of physical handicappedness laid down for adhoc allotment appointment in Govt. job being the same, the Special Accommodation Committee has no further rule to play except to recommend such cases for out of turn allotment.

2. Keeping this in view and the unnecessary paper work involved it has been decided by the Govt. under powers confered under the provisions of S.N. 517-B-25 that requests for outof turn allotment of the employees recruited under the quote reseved for handicapped persons may be decided by the Assistant Director of Estates of the concerned Section without reference to the Special Accommodation Committee/UDM.

(R.D.Sehay) Deputy Director of Estates/Policy)

 1. All the Ministries /Departments of Govt. of India

 2. All the officers and sections of the Dte.of Estates

 3. All the regional offices

 4. PC to UDM/MOS/UD

 5. PS to secretary/As(W)

 6. MS to DE/DE.II

(Munish Giruhar) Assistant Director of Estates (Pol I!)

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